

Role Description



Small Schools Business Manager

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| Job Ad Reference | | | |
| Job Evaluation No. | 17079 | TRIM No. | 17/49985 |
| Work Unit | State Schools/State High School or Other Educational Institution | | |
| Location | Various locations throughout the State | | |
| Classification | AO3 Qld Public Service Officers and Other Employees Award - State 2015 | | |
| | 36 ¼ hour week | | |
| | Permanent / Temporary / Full-time / Part-time | | |
| Job Type | Temporary period until XXXX unless otherwise determined | | |
| Salary Range | per annum | | |
| | <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i> | | |
| Contact Officer | | | |
| Contact Telephone | | | |
| Closing Date | | | |

Your employer

The Department of Education and Training (DET) is committed to ensuring Queenslanders have the education and skills they need to contribute to the economic and social development of Queensland. The department delivers world class education and training services for people at every stage of their personal and professional development. We are also committed to ensuring our education and training systems are aligned to the state's employment, skills and economic priorities. DET is a diverse organisation with the largest workforce in the state. We provide services through the following service delivery areas:

- State Schools Division delivers high quality education to more than 70 percent of all Queensland school students at prep, primary and secondary levels.
- Training and Skills Division works to meet the current and future needs of the economy through building a world class training system to enhance the skills of Queenslanders and optimise employment opportunities. The division achieves this through the regulation of the state's apprenticeship and traineeship system, strategic investment in training and skills, informing consumers, supporting a quality Vocational Education and Training (VET) sector and providing whole of government leadership on training and skills issues.
- Policy, Performance and Planning Division takes a strategic approach to driving the business of the portfolio, across, schooling, training and employment, early childhood, education and care and Indigenous education policy. The division engages in policy development and intergovernmental relations, legislation, governance and planning, and monitors and reviews the department's performance framework.
- The Early Childhood and Community Engagement Division is responsible for the strategic management and implementation of early childhood reforms, coordination of early childhood education and care programs, approval and regulation of services, supporting assessment and ratings and the quality improvement for all early childhood development and education services in Queensland. The Division is also responsible for the department's community engagement and communication priorities with a specific focus on working with stakeholder to meet government goals, commitments and targets.



State Schools Division is responsible for ensuring Queensland state school students are engaged in learning, achieving and successfully transitioning to further education, training and work.

State Schools Division develops the strategic direction for state schools, supported by operational policies and ensuring their implementation in regions and schools.

Schools are the focus of expertise in learning. They perform a vital role in providing opportunities to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence and develop social and vocational skills. Their core business is providing a learning program for students to achieve system wide and school based learning outcomes. Schools also aim to facilitate and support participation among parents, students, administrators, teachers and others in the school community and between the school and departmental support structures.

For more information about the department, please visit our website at www.det.qld.gov.au

Your opportunity

As the Small Schools Business Manager you will be responsible for the effective and efficient administrative management of the school by providing corporate services and administrative support to the Principal.

You will work within well-defined guidelines to provide advice and offer solutions to key stakeholders (external and internal) on business related problems (e.g. human resources, finance and facilities management); and have responsibility for autonomously delivering on priorities, seeking expert advice, adapting processes, problem solving and providing solutions according to clear outcomes; with regular guidance by the Principal.

The Small Schools Business Manager reports to the Principal or nominated delegate.

Your role

You will have responsibility for leading the following activities and undertaking the following key tasks:

- Operate autonomously to undertake day to day office procedures within well-defined policies (e.g. reception, arranging appointments, correspondence, maintaining school records and general administration); and utilise information and management systems (e.g. OneSchool) to support effective and efficient reporting and administration.
- Undertake the day to day supervision and management of school support staff, including monitoring workloads and performance (working in collaboration with the Principal for any difficult performance management situations); identifying workforce capability requirements; and role modelling performance standards. In addition, this role will oversee the signatories/approval of timesheets, leave applications, rosters, and arrange relief for school support staff; and organise, undertake and coordinate the recruitment, induction and training of school support staff.
- Assist the Principal with the preparation of the school budget and administer day to day financial matters (i.e. accounts payable/receivable, corporate card monitoring, reconciliations, banking). Input and export data to/from OneSchool for the Principal, to assist with budgeting and financial management.
- Assist the Principal with the management and coordination of school resources, assets and facilities (e.g. maintaining the asset register, organising repairs, facilities and grounds maintenance, planning and review of minor works etc.), engage external advice where appropriate and offer problem resolution support.
- Arrange technical support/maintenance as required with regard to the operation of computers, ipads, digital whiteboards, scanning and other technology/equipment.
- Prepare minutes of meetings, policy documents, reports, forms, newsletters, prospectuses, memorandums, examination papers, class notes and school Annual Reports; draft, check and process correspondence, with guidance from the Principal concerning correspondence of a non-routine nature.
- Prioritise and manage competing tasks and priorities in a sometimes unpredictable environment, address enquiries that may be less routine in nature, adapt to new systems and explore the best course of action to optimise change (in conjunction with the Principal).

- Communicate with internal and external key stakeholders (e.g. school and departmental staff, parents, students, and community members) in a way that encourages cooperation in complying with technical, business and administrative requirements; provides information and advice in line with school policies and/or Principal directives; and demonstrates empathy, emotional understanding and support.
- Network with other Business Managers, departmental and teaching staff and community representatives to ensure school corporate services are appropriate and in accordance with compliance and legislative requirements.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the Principal or nominated delegate.

Knowledge and experience

Whilst there are no mandatory qualifications required for this position, it would be beneficial for the successful applicant to possess the following to support the successful performance of the role:

- Sound understanding of administration, finance and human resources support, that has been acquired through experience, training or relevant qualifications.
- Word processing and spreadsheet experience, and ability to use enterprise systems and web based applications.
- Ability to rapidly acquire the following capabilities - delivering results, effective decision making, innovation and change, and people development.
- Ability to communicate with empathy and influence in order to address problems and obtain cooperation and assistance in meeting required objectives.

How you will be assessed

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. Supports strategic direction

Provide effective financial, human resource, facility and asset management services to support educational management. Working knowledge of, or ability to acquire a knowledge of human resource and financial policies, guidelines and processes.

2. Achieves results

Well-developed organisational skills with the ability to manage multiple tasks, prioritise work demands and meet deadlines.

3. Supports productive working relationships

Effectively coordinate office administration systems and contribute to the effective operation of a team providing quality school services.

4. Displays personal drive and integrity

Actively contributes to reviewing and developing systems and services to meet the needs of a changing organisational environment.

5. Communicates with influence

Applies effective interpersonal and communication skills developing school community partnerships to consistently achieve the delivery of quality service outcomes.

Organisational chart



Additional information

- **For school based non-teaching temporary positions** - The duration of this position will be dependent on work demands, the availability of ongoing funding, and model allocated resources. Delete if not applicable.
- AO3 Small Schools Business Manager (AAEP funded position) appointee's employment arrangements regarding hours and changes to hours are based on confirmed staffing allocation to the school.
- The Department has provided Functional Jobs Requirement Reports, providing general information on the physical and psychological demands of certain positions. This should be considered in conjunction with the specific expectations and environments of individual schools. [Primary Administration Staff](#)
- The *Child Protection Reform Amendment Act 2014* requires the preferred applicant to be subject to a working with children check as part of the employment screening process. The department is legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. Further details regarding the blue card system is available at: www.bluecard.qld.gov.au/
- Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Public Safety Business Agency (PSBA).
- A criminal history check will be initiated on the successful applicant.
- A serious discipline history check may be initiated on the successful applicant.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
- You may be required to complete a period of probation in accordance with the *Public Service Act 2008*.
- Staff are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the department.
- You will work for an organisation that values its people and promotes leadership and innovation. We respect professionalism, embrace diversity and encourage a balance between work and life commitments.
- Departmental employees are required to acknowledge they understand their obligations under the Queensland Government *Code of Conduct* and the department's *Standard of Practice* and agree to align their professional conduct to these obligations.
- All roles in the department are responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (for example email, internet and telephone) and public resources (for example computers and network resources). Staff must undertake these tasks in accordance with the department's information management policies and procedures (for example recordkeeping, privacy, security and email usage).
- You will be actively supported as an individual and will have access to a range of flexible work options, an employee assistance program and learning and development opportunities.
- All role descriptions and recruitment and selection processes are required to be aligned with the Queensland Government Capability and Leadership Framework (CLF). For more information about the CLF, visit www.psc.qld.gov.au
- Additional information is available online at: www.smartjobs.qld.gov.au

Work Profile

Small Schools Business Manager AO3



The ability to perform all tasks is dependent on the employee's fractional hours. The following is an indicative, rather than exhaustive list of activities that the role may be expected to lead, in addition to the activities outlined in the role accountability section of this document:

Finance

- Support the Principal in the administration and management of a school budget valued at between approximately \$0.1Million (M) and \$0.9M for Primary Schools and between approximately \$0.2M and \$0.8M for Special Schools.
- Assist the Principal with Budget tracking and financial processes
- Debt collection at BM/Principals direction
- Administer day to day financial matters (e.g. process payments and orders, banking, reconciling invoices for payment, follow-up on late payments, input and export financial data to/from OneSchool)
- Invoicing staff/students/external providers

Human Resources

- Assist with the day to day supervision and management of school support staff (for teacher aides this does not include professional supervision). Checking timesheets, allocating work, monitoring workloads, leave, rosters etc. Major staff issues are escalated to the Principal.
- Prepare Senior School students data downloads for Student Data Capture QSA

Facilities

- Assist in planning and review of minor works projects
- Liaising with external facilities management for advice where appropriate, BM/Principal to oversee and approve this process
- To provide advice and offer solutions to key stakeholders (external and internal) on recurring problems of an administrative nature (e.g. human resources, finance and facilities management); and identify issues and offer solutions consistent with established protocols
- Assist with completing Work Area Access Permits

School Publications/ Newsletter

- Writing and publishing the school's newsletter via webmail fortnightly
- Liaise with staff and community members for suitable content
- School photography of special events, awards, parades etc.

Communication

- Contributing to and encouraging an environment where high quality is achieved and supported by quality delivery systems and business improvement
- The Business Manager supports students showing concern for their welfare and development and treating them with respect.
- Relating with the school community, the Business Manager recognises and utilises the formal and informal networks and recognises the role of key people.

Outcomes

- The Business Manager supports students showing concern for their welfare and development and treating them with respect.
- Working with staff, the Business Manager acknowledges and affirms effective performance and is supportive of performance improvement.
- These behaviours facilitate and drive:
 - The development and implementation of work responsibilities to support school personnel;
 - The integration of activity that is connected to future application;
 - The monitoring and review of all services and their operation; and
 - The enhancement of a client service approach.

Accountability

- The Business Manager understands and follows school directions. Knowledge is usually obtained through an established body of knowledge through guidelines, legislations, directives, set departmental policy for the majority of operational areas.
- The Business Manager is accountable only for information provided to colleagues on a variety of settings or on request.