

JOB DESCRIPTION & PERSON SPECIFICATION

Operations Manager

College Department:	R-12
Position Title:	Operations Manager
Position Classification:	PAR Role - 6 Leadership Points. Extensive release time with small teaching load
Tenure:	1.0 FTE Permanent position, commencing January 2027 with negotiated handover

JOB DESCRIPTION

1. Summary of the broad purpose of the job in relation to the College's goals.

The Operations Manager is responsible for the efficient organisation, resourcing and delivery of the following areas of College operations:

- Timetable development
- Management of the relief teaching and pre-service teaching programs
- College calendar management including the scheduling and resourcing of special days, camps and excursions and professional development.
- Organising, monitoring and staffing co and extra-curricular activities and staffing (including having input on camps staffing).
- Leadership of the Sports Coordinator and Daily Organisation Coordinator
- Assist with ongoing training and development of staff in operations areas.

2. Reporting / Working Relationships

The position is accountable to the Principal and is responsible for the Sports Coordinator and Daily Organisation Coordinator.

3. Special Conditions

A 20 week probation period applies for Permanent positions, as per the Lutheran Schools Enterprise Agreement.

The incumbent is required onsite 1 day during each school term break to work with the Executive Team.

4. Extent of Authority

The Operations Manager will:

- assist the Principal in fulfilling the aims and purposes of Tatachilla Lutheran College, supporting the philosophy and ethos of the College; and
- accept the delegated responsibility and authority vested by the Principal.

- (c) be responsible for all College operations in the areas outlined within this position description.

5. Statement of Key Outcomes & Associated Activities

General

1. embed the core Lutheran Education Australia (LEA) values: love, justice, compassion, forgiveness, service, humility, courage, hope, quality and appreciation;
2. be committed to undertaking out-of-hours activities related to promotional and educational aspects of the College, and carry out all duties in a spirit of Christian compassion; and
3. perform such other duties as the Principal may assign from time to time

Specific Responsibilities

The following responsibilities and accountabilities will be undertaken by the Operations Manager:

1. Lead the end-to-end development, implementation and continuous improvement of the College timetable, including student subject selections, timetable structures, staffing requirements and ongoing adjustments.
2. Develop and maintain operational planning arrangements, including yard duty roster, office recommendations in collaboration with the Business Director, and provide operational backup & support for the daily organisational coordinator.
3. Manage end-to-end College calendar and events program, including special days, assemblies, professional development, co-curricular activities, camps (in collaboration with Heads of Years, Flourish leaders, Outdoor Ed Learning leader) and excursions (in collaboration with Learning Leaders, teachers.)
4. Oversee Consent2Go (C2G) and associated event workflows, ensuring appropriate planning, approvals, communication, risk management and compliance requirements are met.
5. Ensure College events, camps and excursions are appropriately resourced including staffing, student medical and dietary requirements, continuity of learning, operational risk and budget compliance.
6. Develop, maintain and review operational procedures and SOPs to ensure College activities are effectively planned, appropriately resourced and continuously improved.
7. Coordinate the attraction, recruitment, appointment and orientation of relief teachers, ensuring an appropriately skilled and compliant relief teaching pool is maintained across areas of the College in coordination with HR and the Daily Organisation Coordinator.
8. Provide direct leadership and operational oversight of designated operational staff including the Sports Coordinator and Daily Organisation Coordinator, ensuring delegated responsibilities are appropriately planned, resourced and delivered.
9. Lead and facilitate the College Operations Group (COGs) including the coordination of submissions, meetings, actions, operational matters and communication of outcomes.
10. Workflow and coordinate staff professional development requests, ensuring requests are appropriately assessed, approved and compliant with college budgets and actioned in a timely manner, and ensuring college operations are not at risk with staff out at the same time.

11. Provide support and accountability for staff use of key College systems, including SEQTA, Consent2Go, Civica, SOBS, PD Tracker, Edval Timetable, Edval Daily and ClassSolver
12. Key Educator contact for SEQTA, coordinating staff training, support, custom reports, permissions and associated operational processes.
13. Work collaboratively with ICT and relevant stakeholders to ensure operational systems, access and information are appropriately managed, aligned with staff roles, responsibilities and College requirements.
14. Provide regular updates and reporting to College Executive on key operational matters, including timetabling, calendar, event, staffing, systems, camps and operational priorities.
15. Ensure operational practices remain compliant, appropriately resourced and subject to ongoing review and continuous improvement.
16. Work with HR to manage Co and Extra Curricular calculations for staff.

PERSON SPECIFICATION

1. Educational / Vocational Qualifications

- A registered teacher in SA or an ability to obtain SA teacher registration prior to the commencement of duties with demonstrated competence in the management of teaching and learning in the classroom.
- Hold tertiary qualifications for the relevant teaching area.
- Accredited, or seeking to be accredited as a teacher within Lutheran Education Australia.
- Working with Children Check (WWCC), RRHAN-EC, Protective Practices, First Aid and successful completion of TLC Applicant Declaration form.

2. Personal Skills, Abilities & Aptitude

- Able to interpret and promote the culture of the College to the wider community.
- Exceptional ability to organise and plan events and resources.
- Strong ability to think analytically and use data to inform decision making.
- Astute communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Ability to work in a dynamic and changing environment with flexibility and a solutions-based attitude.
- Excellent attention to detail and demonstrated self-motivation in setting goals, prioritising work and managing multiple tasks.
- Demonstrated business acumen
- Experience in developing and implementing effective programs in a busy educational environment.
- Personal commitment to continuous self-development and improvement.



3. Knowledge and Experience

- High level of ICT skills including but not limited to Microsoft Office suite, Edval and PD Tracker.
- Experience with SEQTA would be an advantage.
- Understanding of Lutheran Schools SA Enterprise Agreement and impact on teaching, and co and extra-curricular loads.
- Knowledge of college events and internal resources

4. Classification Level

The Operations Manager is a teaching position whose classification is in line with the experience of the incumbent as per the terms of the 2024 SA Lutheran Schools Enterprise Agreement. This position is a PAR and attracts extensive time release, 6 leadership points and a small teaching load.

5. Performance Standards & Review

An annual Performance Review is undertaken with the Principal to determine the capacity to meet the demands of the role, where additional skills training is required and what level of job satisfaction is being obtained.

6. Workplace Health & Safety

The objective of the Work Health and Safety Act 2012 is to prevent a person's death, injury or illness caused by a workplace, by a relevant workplace area, by work activities, or by plant or substances for use at a workplace. To meet this objective, exposure to the risk of death, injury or illness must be prevented or minimised. To achieve this, the Act establishes a framework by imposing WHS obligations on certain persons who may affect the health and safety of others. Staff of Tatachilla Lutheran College are accountable for the day-to-day control of their respective operations. In addition to the mandatory duties imposed by the statutory requirements, staff have specific duties within the College's Work Health and Safety Management System as part of a broader Risk Management Framework. The Executive Team has the major responsibility for establishing safety policies and procedures however, these must reach staff on the job.

7. Equal Employment Opportunity

Equity principles underpin all College policies and procedures. The College is committed to Equal Employment Opportunity principles and values cultural diversity and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.



APPLICATION PROCESS

Applicants with sufficient skills and experience are required to:

1. Write a cover letter of up to two pages, addressing the selection criteria;
2. Include a curriculum vitae; and
3. List three referees, one being a pastoral referee.

Applications that do not meet the above requirements will not be considered.

Applications should be addressed to the Principal, Tatachilla Lutheran College and sent electronically to jobs@tatachilla.sa.edu.au

Applications close on **9am, 12 October 2026**