

SCHOOL CALENDAR AND OPERATIONS COORDINATOR

POSITION DESCRIPTION

REPORTS TO	Facilities and Operations Manager
DIRECT REPORTS	NA
KEY RELATIONSHIPS	Executive Team Community Relations staff Administration and Support Staff Teachers Students
PURPOSE	The School Operations and Calendar Coordinator ensures the smooth and efficient daily functioning of school operations by managing the school calendar and providing administrative and logistical support to leadership. This role is responsible for ensuring the school activities, programs and operations are well planned, communicated and executed.
ENVIRONMENT	This is a part-time permanent position with 8 weeks annual leave to be taken during school term breaks. Hours will be Monday to Friday 9am to 2pm and may be varied to the accommodate the operational requirements of the School.

KEY AREAS OF RESPONSIBILITY

School Calendar Management

- Work with the Executive Team to create a comprehensive School Calendar
- Monitor and adjust the calendar as necessary throughout the year, ensuring timely communication of changes to staff, students and parents
- Act as the central point of contact for all calendar related inquiries and updates
- Ensure the calendar is up to date and available on the School's communication platform
- Maintain LowtherLink Staff, Parent and Student calendars
- Audience parent events accurately to ensure appropriate communication
- Prepare future school calendars including creation of Term Dates Documents
- Initiate and run meetings in relation to the calendar as required
- Make recommendations for efficiencies and improvements in the way in which the calendar is created and managed
- Attend Executive meetings as necessary to create the calendar

School Operations

- Prepare and distribute daily operational 'run sheets' to ensure the effective coordination of school activities and events
- Liaise with relevant staff to confirm requirements and adjustments to operations
- Anticipate and resolve potential scheduling or operational conflicts
- Manage the bookings for shared spaces in the School and elevate any clashes to Management for resolution
- Be the contact person for any external parties using Lowther Hall facilities for events
- Attend Operations meetings
- Support student organised events such as House Fundraising
- Coordinate yearly School photo process
- Work with the Heads of School to create the Cocurricular schedule across the School

VALUES AND BEHAVIOURS

CATEGORY	Expected behaviours
VALUES	Demonstrates personal integrity and strong work ethic Behaviour demonstrates a team approach Is open to new ideas and opportunities
COMMUNICATION	Communicates effectively, especially with adults
SCHOOL STANDARDS	Always focused on the needs of the School Always respectful of others Adds value to the team and the School Complies with all school policies
BUSINESS OUTCOMES	Looks ahead and anticipates new directions Understands how teams work and utilises the skills of team members
PRODUCTIVITY	Self driven and displays personal effectiveness Manages stressful situations well Displays sound problem solving and decision making skills Possesses technical skills required to be proficient in the role Shows critical reflection on own work



CONTINUOUS IMPROVEMENT

Reviews performance data to identify areas for improvement
Considers the bigger picture when thinking about a problem
Understands and adjusts to change

PLANNING

Demonstrates organisational skills
Develops project plans with clear process and outcome

TECHNICAL REQUIREMENTS

- Previous experience coordinating activities within an educational setting (desirable)
- Proficiency in calendar tools and creation of calendars
- Experience in coordinating schedules, logistics or events is highly desirable
- Advanced computer literacy and extensive experience with Microsoft office products
- A current and appropriate WWCC registration
- An understanding of child safe standards
- Current Level 2 First Aid and CPR Certificate – with a commitment to on-going training
- Current National Criminal History Record Check
- Current anaphylaxis management qualification
- Current asthma management qualification

PERSONAL ATTRIBUTES

- Sound judgement with regards to people and situations
- Willingness to support the school values
- Organisation and attention to detail
- Ability to build collaborative working relationships across the school
- Time management and prioritising ability
- Initiative and resourcefulness
- Outcomes focus
- Team orientation
- Kind, friendly and supportive to parents, staff and students
- Decision making within level of authority
- Flexibility and 'can do' attitude

