



Position Description

DIRECTOR OF OPERATIONS

Position title	Director of Operations
Reports to	Senior Deputy Principal
Position of Leadership	Level 4
Time Release	24 periods per cycle

Role Description

The Director of Operations is a senior leader and key member of the School Improvement Team, responsible for ensuring the effective and strategic coordination of the College's operational, logistical, and administrative functions.

Grounded in the Catholic mission and Marist charism, the Director of Operations provides visionary leadership that enables the smooth day-to-day running of the College and supports long-term planning that enhances student learning and wellbeing. The role requires significant initiative, professional discretion, and collaboration across all areas of the school to ensure that College programs, events, and activities are well-planned, thoroughly executed, and continuously reviewed. Through a solutions-focused mindset, emotional intelligence, and a strong understanding of compliance, educational operations, and community engagement, the Director plays a pivotal role in supporting the College's mission to provide high-quality, inclusive, and holistic education.

The Director of Operations plays a key role in supporting the academic program through the coordination of timetabling, subject selections, examinations, excursions, and staff supervision. In collaboration with the College Executive and Learning and Teaching team, they ensure these functions are planned and implemented effectively to optimise learning and resource allocation. This includes managing timetables, examination schedules, co-curricular staffing, subject selection processes, and the logistics of key school events, ensuring operational systems run efficiently in alignment with the College's strategic priorities.

In demonstrating a commitment to continuous professional learning, the Director of Operations ensures compliance with legislative and curriculum requirements while modelling the value of lifelong learning. They are expected to uphold all legislative obligations related to Child Safeguarding and Occupational Health and Safety, in alignment with College policies.

Key Responsibilities

The Director of Operations is responsible for:

- Upholding and modelling the Catholic identity and Marist values of the College in all operational leadership decisions and interactions.
- Providing strategic leadership and oversight of the College's daily operations to support the smooth and efficient running of all programs and activities.
- Collaborating with the College Executive, School Improvement Team, and Learning and Teaching Team to plan and coordinate timetabling, staffing, examinations, and subject selection processes.
- Oversee the planning, logistics, and risk management of College events, excursions, and co-curricular activities, working in collaboration with the Risk and Compliance Manager.
- Leading the development and implementation of operational systems, policies, and procedures that support educational priorities and long-term planning.
- Ensuring compliance with relevant legislative and regulatory requirements related to operational and logistical functions.
- Oversee the strategic allocation and supervision of staff for duties, classes, and co-curricular commitments, ensuring adequate coverage, compliance with College expectations, and continuity of programs.
- Maintaining strong communication and partnerships with staff, students, families, and external providers to support College-wide activities.

Key Duties

- Construct and manage the College timetable in collaboration with College Executive and curriculum leaders, ensuring effective allocation of staff and resources.
- Ensure accurate calendar planning and event scheduling in alignment with whole-school priorities and operational feasibility.
- Support relevant senior leaders in facilitating the subject selection process, supporting students and staff with timelines, systems, and course planning documentation.
- Oversee the scheduling and administration of internal and external examinations, including GAT, VCE, and school-based assessment periods.
- Lead the strategic allocation and supervision of staff across duties, classes, and co-curricular commitments, ensuring coverage, continuity, and compliance with College expectations.
- Manage staff supervision schedules, daily staff replacements, and room allocations in conjunction with the Daily Organiser.
- Supported by the Risk and Compliance Manager, facilitate the organisation and logistics of school excursions, camps, and events, ensuring documentation, risk assessments, and compliance requirements are met.
- Oversee the College's Activity Week, ensuring adequate staffing, compliance with relevant policies and risk management requirements, clear communication to families, and the effective organisation of events that enhance student learning and engagement.
- Develop and maintain systems to support effective communication and coordination across departments regarding operational matters.
- Work with key leaders to ensure adequate staffing for curriculum delivery and co-curricular commitments.

- Collaborate with the Facilities and Maintenance and ICT teams to ensure learning environments and operational systems support daily school functioning.
- Oversee the implementation and evaluation of administrative procedures that enhance workflow, efficiency, and service quality across the College.
- Provide logistical support for College-wide events including Masses and liturgies, assemblies, parent-teacher interviews, Assumption Day, Athletics Day and professional learning days.
- Maintain current knowledge of relevant legislation and compliance requirements related to school operations, excursions, and staff deployment.
- Support crisis management and emergency planning procedures in conjunction with the College Executive and relevant staff.
- Any other duties as outlined by the Principal.

Membership

The Director of Operations is a **member of the following teams:**

- School Improvement Team
- Child Safeguarding Committee
- Risk and Compliance Executive

They work **in collaboration with:**

- College Executive
- Learning and Teaching Team
- Daily Organiser
- Risk and Compliance Manager
- HR Manager
- Student Wellbeing Team
- Personalised Learning Team
- Pathways Team

Positions Reporting to the Director of Operations:

- Daily Organiser
- Head of Sport
- Head of Cultural Co-Curricular