

Operations Leader

Employment Status:	Ongoing teaching position or Category B Education Support Employee, level dependant on Experience
Commencement:	January 2026
Reports to:	Principal, through the Executive Deputy Principal (Staff and Culture)
Employment Terms:	Employment is in accordance with terms and conditions as outlined in the Catholic Education and Multi-Employer Agreement (CEMEA 2022)

Mercy College

Mercy College is a Catholic Secondary Girls' College with a proud and rich history of education in the local Coburg area and surrounding suburbs.

Guided by the Mercy values of Compassion, Excellence, Hospitality and Justice, we pride ourselves on fostering a community which empowers each student to be inquisitive, courageous and persistent. We respect, value and celebrate each student's unique gifts and all that they bring to our community.

Position Summary

The College Operations Leader works closely with the Executive Deputy Principal (Staff and Culture) to facilitate the effective organisation and planning of College life.

Child Safety

Mercy College is committed to the safety and wellbeing of our students. The College is committed to the protection of all children from all forms of child abuse. In this context, the College has implemented a comprehensive child safety program and processes which apply to all community members.

All staff appointed to the College are expected to take an active role in maintaining children's safety and have a demonstrated understanding of appropriate behaviours when engaging with children. Staff are also required to have a sound knowledge of their legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.

Essential Duties and Responsibilities

Education in Faith	
- Be an active leader in the religious and spiritual life of the College - Implement and promote Catholic principles for education in MACS schools - Ensure that the values and beliefs of our Mercy Catholic tradition are embedded in all College celebrations and activities.	
Leadership	
- Provide leadership by actively and publicly supporting the College's Vision and Mission and by implementing the College's School Improvement Plan: 2024 - 2027 and Annual Action Plan within the area of responsibility. - Enact and lead the 'MACS Vision for Instruction' and Mercy College's Vision for Learning. - Develop and maintain structures for effective liaison and consultation.	

- Develop authentic relationships with students, staff and parents, promoting collaboration and open dialogue.
- Any other tasks or responsibilities as delegated by the Principal or Executive Deputy Principal (Staff and Culture).

Daily Organisation

- Manage the Daily Organiser program which handles daily administrative tasks such as selecting replacement teachers to cover teacher absences, lesson cancellations, student absences, student excursions and changes to student attendance at lessons
- Maintain a comprehensive and accurate record of staff replacement allocations to ensure conformity with the relevant Award; usage of CRTs; usage of under-allotted staff and inform the Senior College Leadership Team of CRT lessons/days worked.
- Present details relating to teacher absence and replacement clearly and in a consistent pattern, ensuring access to appropriate information
- Ensure completion of formalities related to the employment of CRTs including a formal Induction in consultation with the Executive Deputy Principal (Staff and Culture).
- Organising CRT replacements in consultation with the Executive Deputy Principal (Staff and Culture) in the event of the absence of the usual Teacher.
- Informing CRTs of the details of classes to be supervised.
- Maintain records for camps, tours, excursions, incursions and special events
- Make appropriate arrangements for Photo Day, Immunisations etc. in consultation with Executive Deputy Principal (Staff and Culture)
- Support the Director: Learning and Teaching in the organisation of all examinations including room allocation and appropriate staffing arrangements.
- Support the co-ordination for events and arrange set up and pack down with appropriate staff.

Timetable

- Take responsibility for the creation and ongoing management of the College timetable including monitoring the effectiveness.
- Maintain the elements of SIMON that correspond with the timetable
- Set up and maintenance of Web Preferences for Subject Selection.
- Process accelerated subject applications.
- Processing new student timetables including subject and elective preferences.
- Share in the finalising of the blocking component related to timetable construction, including room allocation and student allocations.
- Liaise as appropriate with the Principal and Executive Deputy Principal (Staff and Culture) regarding staff allocation and loads.
- Process any subject selection change forms and issue new student timetables
- Provide master timetables as required to determine meeting schedules
- Provide class information, staff lists and other data from Timetable as required
- Assist with data collection from Web Preferences as required
- Liaise with the Executive Deputy Principal (Staff and Culture) and Principal in relation to staffing requirements throughout the year.
- Support the Director: Learning and Teaching in the organisation of the HeadStart schedule

Operations

- Participate in the process involved in developing the annual school calendar
- Ensure the calendar on SIMON is updated on a regular basis
- Implement and oversee the College evacuation plan and manage College emergency arrangements in partnership with the Executive Deputy Principal (Staff and Culture) and Business Manager
- Support the Business Manager in maintaining learning environments and cleanliness of College Grounds
- Arrange the organisation of school spaces (e.g. hall, library, learning centres and classrooms) for large events (e.g. assemblies, professional learning events, incursions, etc.)
- Provide organisational and logistical support with regards to the coordination of College functions and booking of venues

- Liaise with the bus companies regarding the co-ordination of transport for students
- Provide adequate staffing arrangements for all school excursions, incursions, tours, and other College activities or events
- Assist the Business Manager with tracking of staff printing through PaperCut
- Assist with the College Review processes and documentation
- Coordinate and administer standardised assessments, including PAT testing and NAPLAN, ensuring smooth execution and accurate data collection.

General accountabilities for all staff

- Contribute to a healthy and safe work environment for self and others by complying with all safe work policies and procedures.
- Maintain currency of first aid, mandatory reporting and anaphylaxis training.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Attend all relevant school activities and meetings as well as professional learning opportunities.
- Participate in duty supervision as rostered and other supervision duties when required.
- Demonstrate professional and collegiate relationships with colleagues.
- Uphold the professional standards expected of a teacher.

Reporting Relationships

Position Reports to:	Principal through the Executive Deputy Principal (Staff and Culture)
Key Contacts:	Senior College Leadership Team Mercy College staff Melbourne Archdiocese Catholic Schools (MACS) networks

Selection Criteria

1. A demonstrated understanding and commitment to the ethos of Mercy College and its mission.
2. Experienced and highly effective educator.
3. Demonstrated passion, energy, the ability to make things happen, and a genuine interest in and commitment to serving students and parents.
4. An excellent grasp of current educational and operational thought and practice.
5. An understanding of SIMON, or other relevant Learning Management Systems, including sync processes for Timetabling.
6. Proven understanding of timetabling packages, and/or a commitment to ongoing professional learning in this area.
7. Capacity and willingness to undertake the role with flexibility.
8. An expectation that regular professional learning is undertaken in order to maintain a high level of awareness of current and best practice in the major areas of responsibility associated with the role.

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee.