



## **ABOUT GERALDTON GRAMMAR SCHOOL**

Geraldton Grammar School is a friendly, co-educational school in the Anglican tradition comprising students from Kindergarten to Year 12. Set in the picturesque Midwest town of Geraldton, the school is set on nearly 18 hectares and boasts a serene, natural campus with spectacular gardens and ocean views. With more than 500 students, the school is small enough for students to be known as individuals, yet large enough to offer subject choices and opportunities. The school welcomes diversity and is inclusive of all cultures and religions.

All members of the school community are committed to providing a holistic, rigorous and student-centred curriculum that seeks to create independent learners. Our 4 core values are Respect, Responsibility, Perseverance and Inclusivity. Our school motto 'Striving for Excellence' is demonstrated in all we do.

*Geraldton Grammar School takes child protection seriously. All candidates for roles at Geraldton Grammar School are subject to screening and assessment against child safety standards as part of our thorough recruitment process.*

## **ABOUT THE ROLE**

The Business Manager, under the direction of the principal, is a member of the School's Leadership Team and is responsible for the Business Finances, Financial Risk Management, Secretary to the Board, Facilities Management, Work Health and Safety, Information Technology and the Business Enterprises (Canteen and Uniform Shop).

The Business Manager's primary role is to manage and oversee the Business and Financial and Facility Management (incl Capital works) functions of the school. In addition to this primary role, the Business Manager will provide support to the principal.

This role assumes a high level of managerial and interpersonal expertise, including a significant level of leadership, the ability to consult, delegate, analyse and plan in specific contexts within the school community. The role plays an important role in helping realise the school's Mission, Vision and Strategic plan. This role is specifically related to ensuring the adequate provision of resources needed throughout the school.

As an important member of the Senior Leadership Team, the Business Manager will also be involved in the life of the school, developing healthy relationships with staff, students and families to assist with building the 'community' at the school.

This is a full-time permanent position, commencing in January 2022, the School offers a competitive salary, access to tax-effective salary packaging, training and development opportunities.

The salary range of the position is \$130k to \$140k plus leave loading and superannuation.

## **SELECTION CRITERIA:**

- Possession of a tertiary qualification in Business, Commerce or Accounting
- Be fully conversant with financial management processes including budgeting, business planning, taxation, BAS, and financial forecasting
- Be conversant in facility and asset management
- Analytical strengths with an ability to access and interpret data
- Ability to efficiently manage major projects
- Display initiative, contributes new ideas, evaluate and challenge current systems and processes, and contributes to ongoing improvements
- Have a proactive approach with a track record in high level strategic thinking and planning.
- Be able to establish and maintain integrity and confidentiality in dealing with issues of a sensitive nature and a demonstrated ability to apply high-level communication skills, both verbally and in writing, to a wide range of people, agencies and organisations
- Be exceptionally well organised, and able to work well under pressure to meet deadlines
- Work well in a collaborative team with an ability to manage people both internally and externally
- Proficiency using Microsoft Office Suite and other relevant database programs (Excel and Word)
- Experience at a Board level (desirable)
- Experience and exposure to the educational setting (desirable)
- Have or ability to obtain a Working with Children Check

If you would like any further information about the role, please email [employment@gegs.wa.edu.au](mailto:employment@gegs.wa.edu.au)

## **HOW TO APPLY**

Applications can be addressed to the Principal, Mrs Neesha Flint and emailed to [employment@gegs.wa.edu.au](mailto:employment@gegs.wa.edu.au). Please include:

- A covering letter addressing the selection criteria
- A current curriculum vitae including three (3) references.

**APPLICATIONS CLOSE 4:00pm (AEDT) MONDAY, 06 DECEMBER 2021.**

*The school reserves the right to appoint at any stage throughout the process.*