

Operations and Administration Manager

Position Details

Position title:	Operations and Administration Manager
Reports to (position title):	Deputy Principal
Direct reports:	Yes
Organisation:	Saints College, Fitzroy North
Contract tenure:	Ongoing
FTE:	Full time (1.0 FTE)
Expected level of contact with Children: <i>(In accordance with Child Safeguarding Standards Framework)</i>	Direct Contact
Location:	Fitzroy North VIC
Approved:	May 2025

Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse (CALD) backgrounds and people with disabilities are encouraged to apply

About Us

Our Organisation

Saints College provides a safe, inclusive, and flexible learning environment for young people who have become disengaged from mainstream education. Our team is committed to supporting young people in re-engaging with learning through a personalised and trauma-informed approach that meets their individual needs.

We prioritise building honest and authentic relationships with young people, their families, and communities, fostering a culture that values, supports, and celebrates the dignity and uniqueness of each person.

Guided by the vision of Edmund Rice and the transformative power of education, we empower young people to achieve personal growth, academic success, and social connection, enabling them to build positive futures.

Our Structure

Saints Education is an initiative of Edmund Rice Education Australia (EREA), and operates as part of EREA Victorian Schools Ltd. It oversees a diverse range of educational services, including Saints College, Saints Knowledge Institute and Saints Early Years. Saints College operates across multiple campuses in metropolitan Melbourne and regional Victoria, including BlendED and Fitzroy North College, providing flexible, inclusive, and trauma-informed education.

As part of the EREA network, Saints Education is committed to fostering a supportive and empowering learning environment that reflects the values and vision of Edmund Rice. We offer a full-time, multi-year secondary education program tailored to meet the needs of young people who have disengaged from mainstream

education, ensuring every individual is supported on their path to personal growth and success. We work closely with families, community organisations, and support services to provide wraparound care that addresses both educational and personal development needs.

Our Young People

The young people we work with come from diverse backgrounds and may face a range of barriers to education, including:

- Experiences of trauma or adversity
- Mental health challenges, disability and/or neurodivergence
- Significant gaps in learning
- Experiences of exclusion or suspension from mainstream education
- Experiences of school can't/ school refusal
- Involvement in out-of-home care or the child protection system
- Experiences of homelessness or housing instability
- Responsibilities as young parents
- Generational cycles of poverty, early school leaving or unemployment
- Interaction with the youth justice system

We recognise that each young person's journey is unique. Our staff are committed to providing a safe, respectful, and empowering learning environment where young people can develop confidence, reconnect with education, and work towards their goals.

Our Values

Saints College operates under four key principles that guide our daily interactions and community culture:

- **Respect** – Valuing each person's dignity, voice, and lived experience
- **Honesty** – Fostering trust and truthfulness through open and authentic communication
- **Participation** – Encouraging young people to actively engage in their learning and personal growth
- **Safe and Legal** – Creating a secure and structured environment where all community members can thrive

This framework, known as Operation by Principles, is a defining feature of our approach. It establishes a common ground foundation for all members of our community—young people, staff, and families—ensuring that relationships, learning experiences, and conflict resolution are built on mutual understanding and shared responsibility. Through the use of Unconditional Positive Regard, strength based neuroaffirming practice with a trauma informed lens, we create an inclusive, safe, and empowering learning environment where young people can thrive academically, socially, and emotionally.

Our Commitment to the EREA Charter and Touchstones

As part of the Edmund Rice network, Saints Education is committed to the principles of the **EREA Charter** and its four Touchstones:

- **Liberating Education** – Providing innovative and inclusive learning opportunities
- **Gospel Spirituality** – Fostering a culture of compassion, hope, and social justice
- **Inclusive Community** – Welcoming and valuing diversity, ensuring all young people feel a sense of belonging
- **Justice and Solidarity** – Advocating for fairness, equity, and the dignity of all

The EREA Charter and Touchstones guide our mission and reflect our commitment to providing a high-quality education that is responsive to the needs of young people. More information can be found on the [EREA website](#).

About the Role

The Operations and Administration Manager works under the broad direction of the Deputy Principal, with a high degree of autonomy.

This position is accountable for coordinating and managing the administrative and food services for the campus. They plan and coordinate administrative procedures, processes and systems and continually look for new ways to streamline processes to support the Deputy Principal and Campus Leadership Team to deliver exceptional services and support to campus staff and young people.

This position manages staff who provide administrative and food services, and liaises with internal and external stakeholders, primarily within the Fitzroy North College community, but more broadly across Saints College. The position may also engage with external stakeholders and service providers within the remit of the responsibilities of their position.

Duties and Responsibilities

Typical duties and responsibilities include, but are not limited to:

Operation by Principles	Model best practice in Operation by Principles and other key practices as articulated in the practice Framework.
Child Safety and Compliance	- This position is subject to compliance with all relevant laws, regulations, and policies governing education in Victoria, including but not limited to the Education and Training Reform Act 2006, and the Child Safe Standards - All employees must adhere to Saints College and EREA Victorian Schools Limited policies and procedures and where applicable EREA frameworks and policies. Child Safety Obligations All employees must adhere to the following: - Saints College's Policies and Procedures implemented as part of compliance with Ministerial Order 1359: Implementing the Child Safe Standards – Managing the risk of child abuse in schools - EREA's Code of Conduct - Ensure legal and mandatory reporting obligations are met, consistent with Saints College's 'Procedure for Responding to and Reporting Allegations of Child Abuse' within the schools 'Child Protection Program'.
Administration and Food Services	- Manage and monitor daily operational and administrative duties for effective running of the campus. - Plan and coordinate services, ensuring alignment to the annual campus timetable and operational plan. - Develop, monitor, evaluate, implement and review campus operations and procedures, processes and systems to ensure administration and food services are delivering efficiently. - Prepare site timesheets on a fortnightly basis or more often as required, collect leave forms, including appropriate follow up, and provide relevant information to key stakeholders. - Contribute information and recommendations to strategic and operational plans and reviews as directed by the Deputy Principal. - Assist the Teaching and Learning team with results management on VASS.

	• Maintain and manage the fleet of vehicles, ensuring services, registration and insurance claims are handled correctly. • Oversee administrative requirements of enrolments and contribute as a key person of the enrolment team. • Ensure the Department of Education conveyancing claims are processed. • Lead and manage young people and staff immunisations and dental van visits with third party organisations. • Prepare and complete hand over plans relevant to the position's responsibilities. • Collate and construct promotional material for parents, guardians, young people and stakeholders relevant to campus following the style guide.
Executive and Leadership support	• Provide confidential administrative and executive support and that a record of meetings is taken and safely stored, where required. • Provide financial and budgetary advice and recommendations relevant to the position responsibilities.
Team Management	• Manage and coach team members, including overseeing daily work. • Undertake performance and leave management and identify and provide training requirements within budget parameters. • Oversee the recruitment process alongside the recruitment coordinator where vacancies arise in Administration and Food Services.
Incident Management	• Support the Deputy Principal with management of critical incidents, security and emergency management for the campus. • Update and implement Emergency Management Plans as required.
Communications	• Collate and communicate staff information for the Deputy Principal or delegate. • Support marketing and promotions of the campus, as directed by the Deputy Principal, Campus Principal or delegate.
Campus Support	• From time to time, will be required to support other campuses with administrative tasks.
Other	• Carry out duties and tasks that may be reasonably assigned by the Campus Principal or school leadership from time to time. • All staff are expected to implement self-care strategies, and access organisational staff supports wherever needed.

Key Selection Criteria and Requirements

Qualifications	• Relevant Tertiary Qualification or equivalent education and experience.
Knowledge and Experience	• 3 years of experience in a similar role.

Capabilities	• Be able and willing to uphold and role model the schools' principles of operation of Respect, Participation, Safe and Legal, and Honesty. • Competent with MS Office Suite. • Collaborative team player with the ability to build quality working relationships. • A commitment to ongoing professional learning for self and others to enable further development of skills, expertise and teaching capacity. • Resilient and able to develop resilience in others with a high level of emotional intelligence. • Ability and willingness to travel to school sites and attend professional development as required. • Outstanding and effective interpersonal, communication and customer facing skills; both written and verbal. • Exercise the highest degree of confidentiality, discretion, patience, tact and diplomacy at all times. • Proven ability to identify areas for improvement and communicate these effectively, problem solve, exercise initiative, research, investigate and make decisions. • Genuine desire to research new ways and techniques to provide the highest level of service. • Ability to actively listen and preparedness to handle complaints or difficult situations that may arise. • Ability to multi-task in a fast-paced environment with the highest degree of accuracy.
Probity checks and Certification	• Hold a valid Working with Children Check or have the ability to obtain, and a National Police Check certificate (issued within the last six months), or hold a current Victorian Institute of Teaching (VIT) registration. • Hold appropriate Australian Work Rights. • Valid First Aid Certificate or willingness to obtain. • Valid Australian Driver's Licence and willingness to drive school vehicles when required.
Physical Requirements	• This role will involve frequent sitting and standing, walking or moving within a school and office environment across multiple levels, complete fine motor skills such as typing or writing, and requires auditory and visual ability. • Some lifting of supplies and materials may be required from time to time, practicing safe manual handling.