



ישיבת אהלי יוסף יצחק - ליובאוויטש - בית רבקה
 YESHIVAH-BETH RIVKAH COLLEGES
 תחת נשיאת כ"ק אדמו"ר מליובאוויטש

May 2019/Iyar 5779

Operations Administrator Position Description

General:

This position supports the day to day activities of the COO'S office and is responsible for handling a wide range of administrative tasks, and should be able to work independently with minimal supervision

The position will be full-time, approximately 38 hours per week, based on a 52-week year, not school terms. It is an initial 2-year contract.

Accountability:

The Operations Support Officer will be accountable and directly responsible to the COO.

Operations:

- Working with all campuses Senior Management Teams and Administration to ensure compliance with policies and procedures
- Administer the schools Compliance Platform
- Prepare regulatory reports and documentation
- Ongoing liaison with key internal stakeholders
- Ongoing liaison with key outsourcing partners including, but not limited to Printroom, Tuckshop, school bus and other suppliers
- Provide administrative assistance to the COO including, but not limited to diary management, telephone and email enquiries and communications to relevant stakeholders
- Working to ensure timely submission of information required for various regulatory and funding purposes
- Working with the COO to ensure continuous improvement throughout the operational management of the Schools

Information Management

- Ensure the database is current and relevant
 - Creating a process for updating information at key milestones, i.e. birth, marriage and death
 - Streamline process for parents to update student records



Other responsibilities:

- Provide administrative and operational support to the marketing, I.T. and fundraising departments of the School
- Provide administrative support related to the organisation and coordination of departmental meetings
- Other duties relating to departmental operations as directed

QUALIFICATIONS AND EXPERIENCE

- A Tertiary qualification in Business or marketing would be highly regarded and 3 years of office/ project management or equivalent experience is required, ideally in a School or NFP space
- Requires a high level of professionalism with strong administrative skills
- Must be able to handle pressure effectively and meet deadlines
- Experience and demonstrated skills in providing high level administration and support in a dynamic environment
- Excellent inter-personal skills and commitment to high levels of customer service; the ability to assess each situation to optimize the level of service provided
- Ability to adapt to changing work requirements and environment
- Advanced skills in Microsoft Office Suite, especially Excel, with the ability to learn in-house programs when required
- Working knowledge of marketing/PR and social media
- A knowledge, understanding and appreciation of the Melbourne Jewish community and the nuances of the Yeshivah - Beth Rivkah Family. Strong copy and communication skills
- Proven ability to prepare and collate correspondence, meeting papers, reports and other relevant documents to quality standards
- Experience in the management of website
- A creative mindset
- Confidence in dealing with people at all levels and in presenting in a credible and professional manner
- Flexible attitude to attending functions or seminars outside working hours

Close working relationships with the Heads of Marketing, IT and Fundraising in addition to The Principal's office.

Review Period

This role will be reviewed within 6 months, 12 months and every year thereafter.

This position description is intended as a framework for review and may change from time to time in line with the operational and leadership needs of the college and at the discretion of the Chief Operating Officer.

Child Protection Responsibilities & Position Descriptions

The Principal and Senior Staff are responsible for undertaking recruitment and ensuring that our organisation's recruitment and screening procedures are followed.

The Board of Directors is responsible for being satisfied that people engaged in child-connected work perform appropriately in relation to child safety.

The school is committed to the implementation of the Victorian Government Child Safe Standards- Managing the Risk of Child Abuse in Schools, as set out in Ministerial Order no. 870. The School is committed to the wellbeing, safety and protection of all students and has a zero tolerance to child abuse.

The school employs best practice to ensure that all children in our school are safe at all times. This applies to all activities auspiced by the School, in all School environments, during and outside of School hours.

There is a requirement for all School staff– to understand the important responsibility they have to:

- protect our students from all forms of child abuse, bullying and exploitation;
- be alert to incidents of child abuse and neglect occurring outside the scope of the school environment that may have an impact on our students; and
- create and maintain a child safe culture that is understood, endorsed and put into action by all School staff.

In addition to their core functions, duties and responsibilities as outlined above, staff are also required to be familiar with, and adhere to, all school policies and procedures, in particular those relating to our commitment to Child Safety in our School, including but not limited to our 'Code of Conduct' and 'Child Reporting Policy and Procedure' and 'Child Abuse Allegation Reporting Policy'. Your responsibilities are highlighted below:

Position	Responsibility
Principal	<ul style="list-style-type: none"> • Implement policy and procedures and risk management across the school • Ensure the communication of the School's Child Protection Policies and Risk Management strategy to teachers, students, parents and the wider community • Ultimate responsibility to ensure personnel have access to and understand this policy and related Child Protection Policies and procedures including a program of education, training and development • Ensure all Senior Staff have access to adequate resources, support and advice. • Ensure full understanding of reporting of any instance, allegation, disclosure or reasonable concern of abuse, neglect of a child or allegations of child abuse to relevant Government Agencies • Ensure any identified risks are communicated to the Board of Directors • Ultimate responsibility for ensuring all staff are aware of and understand the school's Code of Conduct, the ethos and values of the College •
HR	<ul style="list-style-type: none"> • Review and update this document and supporting resources in consultation with relevant stakeholders • Support the coordination of the School's Child Protection framework, Policies and Procedures and implementation • Provide training and advice in the application of policy and procedures where applicable
Senior Staff / Welfare Committee	<ul style="list-style-type: none"> • Ensure policy and procedure is followed and implemented • Assist the Principal in ensuring personnel have access to and understand this policy and related Child Protection Policies and procedures including a program of education, training and development • Ensure full understanding of reporting any instance, allegation, disclosure or reasonable concern of abuse, neglect of a child or allegations of child abuse to the Principal or relevant authorities • Ensure all staff are aware of and understand the school's Code of Conduct, the ethos and values of the College
School Staff	<ul style="list-style-type: none"> • Compliance with policy and procedure, the assessment of possible risks and take steps to minimise them • Understanding and reporting any instance, allegation, disclosure or reasonable concern of abuse, neglect of a child or allegations of child abuse to the Welfare Committee, Senior Staff, Principal or relevant authorities • Understand and abide by the school's Code of Conduct, the ethos and values of the College