

## Manager Corporate Services

Piara Waters Primary School

<b>Position number</b>	00043611
<b>Agreement</b>	Public Sector CSA Agreement 2021 or as replaced
<b>Classification</b>	Level 6
<b>Reports to</b>	Principal (School Administrator Level 6)
<b>Direct reports</b>	Various

### Context

Piara Waters Primary School is an Independent Public School, established in 2012.

At Piara Waters Primary School, we have the privilege of educating a diverse and multicultural community. We are focused on ensuring a high-quality education for all of our Kindergarten to year 6 students. As an Independent Public School, we benefit from the strength of a strong public school system, but also have the flexibility to make more decisions locally, better meeting the needs of our diverse community.

Our key values of Respect, Active Participation, Collaboration, Responsibility, and Generosity underpin all that we do.

To teach our students, we need to know our students. We have a focus on the success of individual students, and whilst we are a large school (approximately 1040 students), we are committed to knowing, teaching and valuing every child.

As a Western Australian Public School, we are committed to teaching the Western Australian Curriculum, and teaching this well. The staff are committed to ensuring the very best for students. We are proud of the quality of our teachers and education assistants. Our classroom teachers have a strong focus on literacy and numeracy. Students also benefit from specialist teachers for Physical Education, French, Visual Arts, Drama, Music and Science.

We want our students to be effective and efficient in their learning and we utilize iPads as a learning tool where appropriate. We also teach students digital technology skills so they can be lifelong learners.

Our Corporate Services Team and Allied Professionals ensure a safe and effective learning environment, where facilities are purposeful and resources are prioritized to enhance learning outcomes for students.

Above all we want to ensure that everyone who attends and works at Piara Waters Primary School Learns, Grows and Thrives.

For more information visit our website at <https://www.piarawatersps.wa.edu.au/> or [Schools Online](#).

For information about the Department of Education please visit [education.wa.edu.au](https://www.education.wa.edu.au).

## **Key responsibilities**

As a member of the school's executive, the Manager Corporate Services is responsible for the delivery of quality corporate services to Piara Waters Primary School.

### **College and Student Administration**

- Manage and coordinate administrative operations and front-line services aligned with school strategic objectives and customer service principles.
- Provide operational input into the development and monitoring of the school's plans.
- Manage student information and enrolment procedures in accordance with the *School Education Act 1999*, other relevant legislation and Department policies.
- Conduct various student census and contribute to meeting student-related corporate reporting requirements.
- Manage business insurance plans, including Workers Compensation and Riskcover contracts.
- Manage school records in accordance with relevant record keeping legislation.
- Develop procedural statements and guidelines for staff.
- Develop and maintain effective working relationships with internal and external stakeholders.
- Represent the Executive Management Team and participate on school-based committees.

### **Financial Management**

- Manage the school's financial resources, including needs forecasting, cash flow projections and college investments, ensuring procedures and processes comply with legislation, policy and applicable accounting standards.
- Prepare, monitor and report on the annual budget and financial performance against the strategic plan.
- Assess cost effectiveness, negotiate and implement contracts for new business.
- Ensure financial controls are implemented and manage the financial integrity of the college's business operations.
- Develop a financial recovery plan.
- Administer and report on funding entities for which the school is responsible.
- Develop and implement financial procedural statements and guidelines for staff.

### **Human Resources Management**

- Assist the Principal to develop and implement a workforce plan that incorporates a recruitment and selection strategy, staff induction, leave, succession and development plans.
- Deliver quality human resource services and support to staff and ensures human resource activities comply with Public Sector Standards in Human Resource Management, Commissioner's Instructions, legislation and Department policy.
- Contribute to a positive organisational culture, aligned to the values of the college.
- Contribute to the induction of new staff members.
- Oversee the management of all support staff.

- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

### **Buildings and Assets Management**

- Assist in the development, implementation and monitoring of maintenance, improvement and replacement strategies for facilities, equipment and buildings.
- Undertake a preliminary review of Capital and Minor Works submissions, associated strategic site planning and implement these as required.
- Assist the Principal to ensure appropriate occupational safety, health and security measures are in place to provide and maintain a safe environment for staff, students and the community and to protect property.
- Develop and communicate the School Evacuation Plan.
- Ensure the effective management, custody, control and reporting of assets and resources.
- Coordinate and promote the community use of facilities, ensuring associated administrative requirements are maintained in accordance with Department policy.

### **Information and Communication Technology (ICT) Management**

- Oversee the development, management, implementation and enhancement of ICT systems and networks, ensuring compliance with relevant legislation and Department policies and guidelines.
- Contribute to the planning and monitoring of ICT requirements for the school.
- Ensure staff adhere to copyright regulations and Department software licences policy.

### **Promotions and Public Relations**

- Manage the development of promotions for the school
- Ensure publications and news media communications meet Department standards.
- Establish and maintain effective relationships with print and electronic news media, and manage the school website and social media platforms, to promote school initiatives and programs, and staff and student achievements.
- Establish and maintain effective relationships and contacts at local, state and national levels identifying new funding opportunities and sponsorships.
- Manage and coordinate high quality internal and external communications.
- Provide advice and support to the Principal on communication processes and protocols.

### **Selection criteria**

1. Demonstrated highly developed skills leading, managing, and facilitating a team to deliver strategic business outcomes using sound customer service principles and practices.
2. Demonstrated substantial knowledge and experience in financial management and budget preparation and an understanding of the financial regulatory framework, including the Australian Accounting Standards, the Financial Management Act, tax legislatures and other relevant legislation.
3. Demonstrated highly developed human resource management skills, including the ability to develop and apply human resource management practices and systems.
4. Demonstrated substantial experience in the development, implementation, management and monitoring of strategic business, marketing and operational plans.
5. Demonstrated highly developed written, verbal and interpersonal skills, including the ability to consult, collaborate and negotiate effectively with a wide range of individuals at all levels.

6. Demonstrated substantial research, conceptual and risk management skills, including the ability to provide innovative solutions to strategic and complex problems and issues.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

### **Certification**

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

### **ENDORSED**

Date            23 May 2023  
Reference    D23/1143102