

School Development Coordinator

About Perth Waldorf School

The principal aim of the Perth Waldorf School is the provision of high quality education based on the insights of Rudolf Steiner. In essence, Waldorf Education recognises the three soul faculties of the human being, namely, Thinking, Feeling and Willing which emerge and develop during childhood. Our curriculum and methodology address the unfolding of these qualities in children by providing content which parallels the developmental stage of the children. Our teaching method, by recognising that these faculties emerge in a specific sequence in a child's life, is in harmony with the consciousness of the child. Taught this way, each subject serves to strengthen and balance these innate human qualities.

Perth Waldorf School is currently seeking applications for the position of:

School Development Coordinator

This role requires wise, efficient and high quality support to the School Administrator (Principal) and school for non-educational aspects of the school's operations primarily in the areas of Human Resource, Non-Government school regulation, Policy, School Office Management and Maintenance and Facility Coordination including building projects. The role as directed by, in collaboration with and reporting to the School Administrator includes but is not limited to the tasks of:

- supporting whole of school in human resource management areas including employment conditions and entitlements, position management, recruitment, selection and termination, employee performance, professional development, diversity and employee health and wellbeing;
- supervising the front office staff and clarifying in consultation with School Administrator and respective staff, the structure and function of the front office and managing this ongoing, respectfully and collaboratively with office staff including coordinating opportunities for professional development of office staff;

- in collaboration with the School Administrator and/or the Bursar, providing operational input to the development of the school's administrative structure and workforce - considering the future administrative needs of PWS and creating and managing a process to meet those needs as they change/occur;

- in consultation with the School Administrator, developing and managing school policies that align with the structure and practical functioning of the school;

- supporting the School Administrator where necessary with non-government school registration standards, documentation, systems and other regulatory requirements both state and federal;

- supporting & effectively communicating with the Faculty Coordinators (Kindergarten, Primary and High School) across a range of non-educational, support infrastructure and staffing matters.

- liaising with the relevant bodies and office admin while overseeing promotional activities, including promotional strategy, advertising, school tours, Open Days etc;

- liaising with and supporting the working groups at PWS (e.g. Master Planning group, Strategic Planning) with administrative tasks, processes and guidance where necessary;

- responsibility for overseeing the school Risk Plan and implementing necessary strategies in consultation with relevant staff;

- undertaking research in relation to social, political and business trends which may impact on the financial, physical or human resource aspects of the school's operations and providing input to the Administrator regarding these matters.

Critical to the success of the role is the individual's ability to work reflectively, respectfully and sensitively with all staff members at PWS, parents and students; apply deep and thoughtful consideration to all tasks

within the context and culture of the school; and carry out the role in a friendly, professional manner remembering that the human connection with all staff is essential.

Key attributes and experience/skills:

- Demonstrated high level reflective thinking, interpersonal skills and negotiation skills.
- Demonstrated high level oral and written communication skills.
- Demonstrated experience and an understanding of the nature of relationship building with all members of a school community.
- Demonstrated high-level human resource management skills, including the ability to develop and/or apply human resource management policies, practices and processes.
- Demonstrated ability to provide high-level human resource consultancy and financial advice in the development, implementation and management of business and marketing plans.
- Demonstrated well developed problem solving and risk management skills, including the ability to provide innovative solutions to strategic and complex problems.
- Demonstrates an openness to the essential ethos of Steiner education at the heart of the school .

This position will be subject to a three month review and a six month probation period. The role is full-time, however consideration will be given to applicants who require flexibility around hours / days of work.

Applications

All applications should include a cover letter addressing your suitability to the position and a current resume. Applications will be reviewed as received and will close on 28 May 2017.

For further enquiries, please contact:

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