



POSITION DESCRIPTION

POSITION TITLE	Manager, School Operations Support	
REPORTS TO	Director, School Programs and Services	
MAIN PEOPLE INTERACTIONS	INTERNAL Directors Managers Policy, Industrial Relations and Compliance Consultants Consultant School Business Management	EXTERNAL School Staff and Boards Department of Education WA Funding Agencies and other Education Organisations Legal, Investigations and Industrial Relations External providers
POSITION PURPOSE	This position leads the School Operations Support Team to deliver impactful change, enhance capacity, and reinforce AISWA's commitment to supporting school operations.	
PURPOSE, VALUES AND BEHAVIOURS	<p>PURPOSE</p> <p>To lead, serve and advocate for the WA Independent Schools sector.</p> <p>OUR VALUES</p> <ul style="list-style-type: none"> • Integrity • Service • Equity • Stewardship <p>Integrity – We build trust through honesty and integrity As a member organisation we are committed to honesty, truthfulness and acting in a way that builds trust with our stakeholders.</p> <p>Service – We actively listen, lead, and support our sector We deliver a positive and sustainable service to our members. We are responsive, we listen and lead our sector by offering the best evidence-based programs and services.</p> <p>Equity – We celebrate choice and diversity We encourage a workplace that celebrates and provides equal opportunities for all employees. This equity extends to our members where we advocate for our schools that provide diversity and choice in education for the Western Australian community.</p> <p>Stewardship – We responsibly and ethically manage resources entrusted in our care We promote the importance of independent education through strong stewardship and highlight that it contributes to a diverse choice in education. We seek new opportunities to advocate, deliver new solutions and programs that strengthen independent schools in Western Australia.</p> <p>EXPECTED BEHAVIORS AND ATTITUDES:</p> <ul style="list-style-type: none"> • Actively support AISWA's Purpose • Comply with AISWA's Values, Policies, Procedures, and Codes • Adhere to all Health and Safety laws and contribute to a safe and healthy workplace. 	

KEY POSITION RESPONSIBILITIES	TASK FOCUS AREAS
Leadership	<ul style="list-style-type: none"> • As a senior manager, actively lead and contribute to the strategic and operational decisions of the Association. • Clearly define, manage, and communicate roles, responsibilities, and performance expectations for each team member, including performance management. • Foster a positive team culture that promotes collaboration, engagement, and a shared commitment to AISWA's vision and values. • Identify skill gaps and organise professional development opportunities to enhance team capability. • Develop and implement the strategic direction of the School Operations Support Team in alignment with AISWA's strategic plan and communicate this across the Association. • Consistently communicate organisational goals, updates, and priorities to the team, and encourage feedback and open communication. • Lead collaboration with other teams within the Directorate and across the organisation. • Guide the team through change initiatives by providing leadership, support, and training to adapt to new processes and systems.
School Operations Support	<ul style="list-style-type: none"> • Ensure member schools receive high-quality service delivery and satisfaction across all areas of School Operations Support. • Actively implement new activities, programs, and professional learning initiatives in response to demand and changes in state and national education. • Oversee compliance, registration, industrial relations, policy, and legal support for Independent Schools. • Provide support to school senior leaders and school boards through professional learning and consultancy. • Manage the review and updating of policies, governance guidelines, industrial relations information, and legal resources relevant to Independent Schools. • Develop and maintain strategic partnerships and initiatives to strengthen school operations within AISWA member schools.
Other	<ul style="list-style-type: none"> • Perform other duties as directed by the Director. • Be prepared to undertake significant travel within Western Australia.
Position Selection Criteria	<ul style="list-style-type: none"> • Demonstrated experience as a senior leader within the education sector. • Proven ability to lead and manage teams effectively while fostering a culture of collaboration and continuous improvement. • Strong knowledge of industrial and workplace relations legislation relevant to schools. • Sound understanding of the <i>School Education Act 1999</i>, the Registration Standards and Other Requirements, and the regulator's expectations for schools' ongoing compliance. • Working knowledge of the broad scope of school operations in the non-government sector. • Experience in preparing or supporting school registration renewal applications. • Excellent verbal and written communication skills.
Qualifications and Requirements	<ul style="list-style-type: none"> • Tertiary degree in education or a related discipline. • Minimum of 10 years' experience in educational leadership. • Current driver's licence and willingness to undertake 4WD training.