



Position Description

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| Position name | School Operations Manager |
| Position reports to | HR Manager |
| Tenure | Permanent Full time |
| Date | March 2025 |

About St Margaret's

St Margaret's College offers a unique education for girls from Year 0 through to Year 13 for boarding and day girls. We have a dual pathway with NCEA and the International Baccalaureate Diploma programme and a strong emphasis on wellbeing and pastoral care as well as academic success. With a commitment to holistic education, balancing academic excellence with a multitude of co-curricular opportunities, St Margaret's College encourages students and staff to discover their passions and be the very best they can be.

A St Margaret's College education is founded on Anglican values with a focus on service and wellbeing and offered within a modern school environment promoting diversity, innovation, and sustainability. Each student is set up for success, joining a global alumni network of wāhine toa with the courage to embrace change, the confidence to lead, the desire to learn, and the drive to make a positive impact on the world.

Our Vision

To create empathetic, confident and connected global citizens who value personal excellence and strive to make a positive difference.

Our Purpose

Empowering girls to learn, live and lead.

Our Values

Integrity – Kia pono, Excellence – Kia kairangi, Resilience – Kia manawaroa, Equality – Kia tōkeke, Higher purpose - Te pūtake

Purpose of the position

To maintain and improve the day-to-day operational aspects of St Margaret's College, by providing proactive, consistent and regular updates of information and communications, including the school calendar and weekly diary, across the school. To have a full overview of education outside the classroom (EOTC) in the school. It is the responsibility of this role to ensure that planning, processes, and procedures are in place across all EOTC activities and that these are current, appropriately delegated and implemented.

Direct reports: 0

Key Accountabilities

| Accountability | Expected deliverables |
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| <p>Strong leadership and proactive management of the operational and administrative needs of the school</p> | <ul style="list-style-type: none"> ● Act as a key support to the Leadership Team in the delivery of overall coordination, planning and delivery of all College operations ● Ensure that the day-to-day operational running of the College is well managed, and the Leadership Team kept informed and up to date on all tasks and issues ● Responsible/oversee for the day-to-day organisation of the school and special school events, so that the College routines operate as smoothly as possible ● Provide administrative support to the three Heads of Schools (HoS) and the extended Academic Leadership Team ● Changes are approved by this role after discussion with relevant parties ● Liaise with internal and external personnel as required, to support the delivery of successful school events ● Lead and administer the development of the College calendar, ensuring a balance of opportunities across the domains of the school ● Support the system for internal room bookings for the school ● Chair the Facilities Group meetings ● Support colleagues to develop and implement new ideas in alignment with the HoS and Leadership team ● Work collaboratively, contribute and support the Administration and Community Relations teams as required |
| <p>Education Outside the Classroom (EOTC) Coordination</p> | <ul style="list-style-type: none"> ● Act as the key support to the Executive Principal and Leadership Team member responsible for EOTC ● Coordinate the EOTC process from application to review ● Ensure that planning, process, and procedures are in place across all EOTC activities and that these are current, appropriately delegated and implemented ● Monitoring EOTC delivery to ensure compliance to, and/or identify opportunities to improve safety management ● Conduct the annual review of the safety management system ● Ensure all staff perform relevant safety tasks and complete safety processes (for example, activity planning, risk identification, incident reporting) ● Coordinate the administration of EOTC, including special trips and exchange programmes, as required |
| <p>Organisation and planning</p> | <ul style="list-style-type: none"> ● Ensure that the day-to-day operational running of the school is effective and well communicated ● Calendar planning is timely and involves consultation with all relevant parties, including where support maybe needed for teacher only days ● Support the extended Academic Leadership Team with secretarial and administrative assistance ● Oversee and coordinate school events, including the duty roster, Chapels, Assemblies, Prizegiving with Heads of School, ensuring that Chapels and Assemblies have the right lead person, slide decks are developed, and any other associated support is delivered ● Oversee and coordinate the appointment, placement and timetable of the Gap Assistants with the Heads of Schools and HR Manager |

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| | <ul style="list-style-type: none"> ● Manage multiple and conflicting demands across all areas of the school, particularly in relation to the school calendar |
| Communication | <ul style="list-style-type: none"> ● As the central point for the school calendar, ensure school events are well planned and communicated in alignment with school guidelines and processes, including working with Community Relations ● Manage proactive and ongoing communication with relevant teams, to ensure the smooth operation of events/activities planned across the school, ensuring all teams are communicated with in a timely manner ● Establish consistent structures and communication systems to ensure the smooth and effective daily operations of the school and internal communication channels are open, transparent and timely |
| Being part of the St Margaret's team | <ul style="list-style-type: none"> ● Actively promote and foster the special aims, objectives and character of the College ● Contribute to and participate in the wider life of the school, within the range of interest and abilities ● Actively, collaboratively and positively participate as a member of the team ● Proactively look for opportunities to improve processes. ● Perform any other duties as reasonably required by the Executive Principal or HR Manager ● Understand and adhere to all St Margaret College procedures, policies, guidelines, and standards of integrity and conduct ● Comply with and support all health and safety policies, guidelines and initiatives ● Ensure all incidents, injuries and near misses are reported into PeopleSafe |

Functional Relationships

- HR Manager
- Executive and Leadership Team
- Academic Leadership Team
- Property, Facilities and Catering Teams
- Community Relations Team
- Administration Team
- Heads of Faculty

Qualifications, Experience and Attributes

- Experience of providing comprehensive administration and operational support at a senior level in an educational setting
- Demonstrated experience of working with senior leaders and taking a proactive approach to problem solving
- Familiar with the Ministry of Education EOTC Guidelines
- A vibrant and energetic team member who is able to establish and maintain effective working relationships within the College
- Ability to think on their feet, show initiative and be solutions oriented
- Able to manage conflicting demands
- Ability to manage difficult conversations in a professional way, shaping and challenging a decision
- Be a strong advocate of the College and its values
- Highly organised and project driven in order to achieve outcomes
- Committed to delivering a high level of customer service
- High level of integrity and communication skills