

School Operations

Coordinator (P-12) | Position Description



Position title: School Operations Coordinator (P-12)

Reporting to: Head of Co-curricular (P-12)

The Operations Coordinator is responsible for ensuring the smooth running of the School calendar.

The primary objective of the Operations Coordinator is to coordinate the operational planning and delivery of all aspects of events within the school such as venues, catering, and event presentation, set up strategy, resource allocation and logistics thus delivering events that enhance the reputation of the school.

Duties and Responsibilities

- Produce the annual whole School calendar and subsidiary calendars as needed
- Working with the Head of Co-curricular to oversee the School calendar to ensure it is kept up to date with new entries, modifying existing items and removing cancelled events as required
- Anticipating the events on the school calendar and planning for school organisation on specific days
- Develop the framework for the calendar of the School in consultation with the Calendar Planning Committee.
- Review and refine the calendar construction checklist annually or as needed
- Implement and maintain the School calendar in a consultative and collaborative manner, liaising with key staff and proposing alternative dates when events clash
- Ensure that events are scheduled with allowances for setup of venues
- Coordinate all information for the School calendar
- Maintain the P-12 School calendar of events
- Maintain records and data for camps, tours, excursions, incursions and special events
- Communicate all the requirements for events to the required staff members (both teaching and Corporate Services) within deadlines and in a timely manner
- Provide event coordination expertise to stakeholders offering advice and suggestions for continuous improvement
- Complete the risk management process for internal School events
- Set up, manage and coordinate all shared spaces within the School, including AV, in consultation with the Events Manager and Maintenance department
- End to end delivery of the Junior School and Senior School diaries in consultation with key staff.
- Create/update online information and permission forms (whole School Consent Forms).
- Follow up outstanding parental consent forms and keep relevant staff informed.
- Work in accordance with the Ascham Staff Code of Conduct
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- Other duties as directed by the Head of School.

Essential Criteria

- Strong organisational skills with the ability to see the 'Big Picture'
- Exceptional communication skills both written and verbal,
- Proven interpersonal skills and experience in developing and maintaining cooperative

- partnerships within the organisation
- Skilled in negotiating conflicting interests to ensure a positive outcome
 - A team player with a can-do attitude
 - Experience working within a team and independently
 - Proven critical thinking and problem-solving skills
 - Well-developed time management and organisational skills with the ability to work proactively, autonomously, and successfully deliver to deadlines especially when under pressure
 - Advanced levels of computer literacy and Microsoft Office 365 applications (SharePoint, OneDrive, OneNote, Teams, Word, Excel, PowerPoint, Outlook etc) and the use of Trumba would be advantageous
 - Attention to detail
 - Supports the ethos and strategic direction of the School
 - A current First Aid and CPR Certificate.
 - A valid Working with Children clearance.
 - A firm commitment to safeguarding and promoting the welfare of children
 - A demonstrated understanding of child safety and appropriate behaviours when engaging with children.

Name: _____

Signed: _____

Date: _____