



# BUSINESS MANAGER

## THE SCHOOL

Marsden Park Anglican College provides high-quality education, in a learning environment where the strength and character of each individual is encouraged and celebrated. Each student is nurtured to develop a love of Christ, a love of life, a love of learning and a love for others, all in the context of a joyful, safe and encouraging school community.

Established in 2016 originally as a campus of Richard Johnson Anglican School, through strong growth and the introduction of the Senior School, the school became Marsden Park Anglican College with the commencement of Year 7 in 2024. With over 800 students from Pre-K to Year 8 in 2025, the school will continue to grow reaching Year 12 in 2029, with approximately 1400 students.

As part of the Anglican Schools Corporation, Marsden Park Anglican College seeks to deliver affordable high quality education, shaped by the Bible, to local families. The College is committed to providing excellence in education and opportunities for every individual student to succeed academically, develop lives of rich character and engage in a diverse offering of co-curricular activities and entrepreneurial endeavours in which they can pursue their passions.

## THE POSITION

<b>Position Title</b>	Business Manager
<b>Department</b>	Executive
<b>Award/Agreement</b>	Duties and conditions will be as per the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021 (or as revised)
<b>Status</b>	Permanent Full Time
<b>Reporting</b>	Principal
<b>Key Relationships</b>	Executive Team, Support and Operational Staff, Contractors, Group Office
<b>Commencement</b>	January 2025 or earlier by negotiation

## CHILD SAFETY

Marsden Park Anglican College is committed to child safety and complies with the requirements of the *Child Protection (Working with Children) Act 2012*. All staff are required to comply with the applicable child protection legislation and ensure that the College's Child Safety policies and procedures are implemented at all times.

Education has an important role in supporting children and young people and identifying where problems arise that may put their safety, welfare, or well-being at risk. All College staff have a responsibility to report risk of harm concerns about children and young people, within their roles, and to provide support to children and young people.

## REQUIREMENTS

- A degree in Business, Finance, Human Resources, Accounting or Law from a tertiary institution
- CPA or CA designation
- Current Working with Children Check Number for paid work

## BENEFICIAL

- Experience in financial, business management, or managing facilities or capital works projects
- Experience in risk management, work health and safety, policy and compliance
- Experience working in schools or mission-focused not-for-profit organisations



## ROLE SUMMARY

The team at MPAC is fun, flexible and committed to the continuing growth and development of the College. The Business Manager will champion corporate and administrative excellence at the school. Working closely with the Principal and the Executive team, the Business Manager will lead the operations portfolio, with responsibility for finance, operations, administration, enrolments, property and maintenance, IT, policy and compliance, risk, work health and safety, and overseeing human resources, marketing and communications.

As a member of the Executive team, through their leadership and oversight of operations, the Business Manager will support the educational, spiritual and pastoral development of the students, by ensuring safe, efficient and compliant school.

## THE CANDIDATE

The ideal candidate for this position will be a dynamic leader, who is keen to be an active part of the growth and development of Marsden Park Anglican College. They will have leadership skills and an ability to translate strong financial acumen and the ability to think strategically and creatively into a school setting. Active in their Christian faith and involved in their local church community, the Business Manager will present a professional image.

## KEY RESPONSIBILITIES

### Leadership

- Support the Principal and his overall leadership of the school
- Lead the administrative staff team, supporting their professional development and growth
- Foster a supportive environment for staff, promoting professional and co-operative relationships
- Ensure the effective administration of the school to support the educational program
- Oversee and monitor commercial operations, managing service contracts in line with delegations policy
- Liaise with contractors who are required to be on-site and ensure all appropriate induction and safety checks and WWCC requirements are fulfilled
- Liaise with the schools Business Partner and other relevant ASC Group Office staff

### Finance

- Develop budgets in partnership with the Principal, relevant staff and the ASC Business Partner
- Prepare staffing reports and projections for planning and budget purposes
- Manage budgets and oversee cost centres; provide insights into financial performance for the Principal
- Implement and maintain effective financial processes giving consideration to quality financial information, financial governance, cash management, financial delegations and legislative compliance
- Oversee accounts payable and accounts receivable functions
- Liaise with ASC Group Office on issues relating to accounting, accruals, reconciliations and other accounting functions
- Manage cash and other revenues received electronically through credit card portals and other platforms
- Monitor debtors, liaising with debtors and the Principal to ensure efficient collection of debts and implementation of the ASC debtor management policy
- Manage and reconcile school credit cards and other payment methods
- Supervise concessions and bursaries in line with the ASC Financial Concessions Policy
- Ensure financial compliance requirements, including audits, reports and acquittals to government bodies, including student census



### Human Resources

- Support the Principal in the recruitment, induction and onboarding of new staff
- Process of employment contracts, monitor fixed-term contracts and monitor probation periods
- Oversee payroll related matters, casual hours and pay run approvals
- Support the Principal with staffing and industrial matters
- Manage employment and payroll related queries in conjunction with Group Office Payroll and HR
- Oversee workplace matters and Return to Work processes
- Maintain accurate personnel files, employment records and staffing information, including medical needs and emergency contacts for each staff member

### Policy, Risk and Compliance, Work Health and Safety

- Ensure that organisational practices within the College are consistent with College values
- Lead a culture of excellence in all facets of compliance and safety.
- Ensure compliance with legislation, regulatory and statutory requirements and ASC policies
- Lead the School's Risk and Compliance portfolio and manage changes and new policy requirements
- Ensure risk, compliance and WHS matters are addressed and matters are effectively resolved
- Oversee policy implementation and undertake a regular cycle of review for school based policies
- Oversee risk management and reporting practices, ensuring timely responses
- Manage and review strategic, operational and reputational risks in conjunction with the Principal
- Lead the MPAC WHS committee, ensuring regular meetings, reporting and communication
- Prepare risk, compliance and WHS reports to the Principal, School Council and Group Office, as required
- Ensure the effective implementation and maintenance of Child Safe policies and procedures
- Support property staff to address and minimise health and safety hazards and risks
- Participate in school and ASC risk, policy and WHS committees

### Resources and Assets

- Oversee the development and implement property and facility maintenance schedules and standard operating procedures
- Ensure effective maintenance and management of the School's physical infrastructure and assets
- Ensure the effective monitoring and management of contractors, including compliance with the School's/ASC's Child Safe Policy.
- Support the Principal in overseeing capital works development
- Seek out and prepare government and community grant applications in consultation with Group Office personnel

### Enrolments

- Ensure ongoing compliance with the Enrolments Policy and the terms of enrolment
- Oversee court orders and family communication rules, in conjunction with the Principal
- Monitor enrolment growth and trends and provide regular reports on enrolments, capacity and projections

### School Council

- Prepare agendas and minutes and manage documents and correspondence related to Council meetings
- Attend School Council and other relevant meetings (which may fall outside regular business hours)

*It should be noted that, while detailed, this role description is not exhaustive and the Principal may, at their discretion, vary these responsibilities as required to meet the administrative and educational requirements of the College.*



## ATTRIBUTES

As a member of the Marsden Park staff, you will:

- have a personal commitment to faith in Christ and regularly attend a Christian church
- have intellectual strength, professional integrity and sound judgement
- demonstrate approachability, flexibility, enthusiasm, initiative and innovation
- be team focused and willing to work collaboratively with colleagues
- be proactive, set priorities, meet deadlines and manage competing priorities
- be energetic, resilient and solve problems creatively
- have strong organisational and planning skills, completing tasks with diligence and attention to detail
- be reliable and responsive to needs within a dynamic school environment
- have strong interpersonal, written and verbal communication skills
- be able to work autonomously or collaboratively
- be loyal, honest, discreet, calm with the ability to maintain confidentiality and handle matters sensitively

## EXPECTATIONS

**As a member of the Executive Team, you are expected to:**

- Demonstrate commitment to the Christian faith through local church involvement
- Support the mission, vision and objectives of the Anglican Schools Corporation
- Lead and communicate the Christian faith in word and action
- Be loyal to the Principal and College and contribute openly and positively to the College Executive
- Work effectively and collegially to create a fun but professional working environment
- Model Christian leadership and professional integrity with a strong sense of serving the College community in achieving its vision
- Contribute to Executive Team meetings and participate in College-wide decision-making
- Support the Junior School staff to fulfil their roles and responsibilities
- Contribute to the development and implementation of the College Strategic Plan
- Attend College activities including special assemblies and events, enrolment events, information events, parent-teacher Interviews, College staff gatherings, awards and recognition services
- Lead staff and student devotions, attend Chapels and Assembly, leading where appropriate
- Maintain confidentiality and represent the best interests of the College at all times
- Perform any other duties as required by the Principal or his nominees
- Be committed to grow in your own ongoing professional learning
- Undertake any other duties as directed by Principal, or his delegate

## APPLICATIONS

Applications are sought from energetic and highly skilled leaders who are passionate about their craft, innovative in their approach and enjoy working collaboratively with a fun and dynamic team. This is an exciting opportunity for leaders who are keen to make a major contribution to the continuing growth and development of Marsden Park Anglican College.

Interested applicants should submit the following:

- A completed Application for Employment form accessed from [www.mpac.nsw.edu.au](http://www.mpac.nsw.edu.au)
- A cover letter addressing Key Responsibilities and Attributes (no more than two pages)
- A Curriculum Vitae (no more than five pages)
- Three referees, one of whom should be your Church Minister or Pastor
- Copies of qualifications
- '100 Point' [proof of identity](#) (Driver's Licence, Medicare card, birth certificate, passport)
- Current Working with Children Check Number for paid work

Applications should be addressed to Mr Darren Cox, Principal and submitted by email to [employment@mpac.nsw.edu.au](mailto:employment@mpac.nsw.edu.au) as one PDF file saved as applicant's full name