



**St Mary's**  
ANGLICAN GIRLS' SCHOOL

## DIRECTOR OF BUSINESS OPERATIONS

### POSITION DETAILS

<b>Employment Conditions</b>	Fulltime, 5-year contract on successful completion of 12 month probation period
	In accordance with the Educational Services (Schools) General Staff Award
<b>Reports to</b>	Principal
<b>Direct Reports</b>	Accountant Human Resources Manager Office Manager Head of Property and Facilities Property Manager Grounds Manager Theatre Operations Manager Uniform Shop Manager Director of Information and Communication Technology Head Chef / Manager Food Services
<b>Last Revised</b>	May 2026



**OUR PURPOSE:** To engage hearts and ignite curious minds.

**OUR VALUES:** Courage ♦ Respect ♦ Aspiration ♦ Compassion ♦ Integrity

Proud of our legacy of academic excellence, St Mary's is grounded in Anglican faith and a strong sense of community. At St Mary's, every student is supported by passionate, experienced staff who bring out the best in each girl within our inclusive and nurturing environment.

The School is committed to educational excellence, innovation, care for the individual, and the sustainable stewardship of its people, resources, and environment.

Guided by its Strategic Plan, St Mary's seeks to:

- ◆ Deliver an exceptional, future-focused education
- ◆ Support student and staff wellbeing and belonging
- ◆ Strengthen financial sustainability and good governance
- ◆ Invest in contemporary learning environments and infrastructure
- ◆ Act responsibly and ethically in service to both present and future generations



## **ROLE**

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This senior executive role provides leadership across the School's financial, operational, administrative, risk, and capital development functions. Working closely with the Principal, School Executive, and Governing Boards, the Director of Business Operations plays a critical role in enabling the School's strategic vision, long-term sustainability, and continued excellence.

Reporting directly to the Principal, the Director of Business Operations is a member of the School Executive team and is responsible for:

- ◆ Strategic financial leadership and stewardship
- ◆ Governance and Board support and engagement
- ◆ Risk management, compliance, and business resilience
- ◆ Oversight of facilities, capital works, and major projects
- ◆ Leadership of finance, administration, and support services
- ◆ Organisational planning and operational excellence
- ◆ Active contribution to the School's strategic planning and continuous improvement

The role also acts as Secretary to the Board of Governors and the St Mary's Anglican Girls' School Foundation Board of Management.

## **KEY RESPONSIBILITIES**

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### **FINANCIAL LEADERSHIP AND SUSTAINABILITY**

- ◆ Provide strategic financial leadership that supports the School's Strategic Plan and long-term sustainability
- ◆ Lead financial strategy, budgeting, forecasting, and reporting
- ◆ Oversee accounting policies, statutory compliance, and government funding submissions
- ◆ Monitor financial performance, cash flow, and capital investment
- ◆ Lead banking, insurance, superannuation, and investment relationships
- ◆ Support informed decision-making through high-quality financial and analytical insight

### **GOVERNANCE AND BOARD ENGAGEMENT**

- ◆ Serve as Secretary to the Board of Governors and the Foundation Board of Management
- ◆ Present financial reports and annual financial statements to the Board
- ◆ Support the Finance, Capital Development, and Investment Committees
- ◆ Ensure strong governance practices and compliance with statutory and ethical obligations
- ◆ Develop and maintain long-term financial models
- ◆ Oversee financial reporting and liaison with auditors

### **Foundation Board Responsibilities**

- ◆ Support stewardship of Foundation assets, investments, and property holdings
- ◆ Oversee financial reporting and liaison with auditors



## FACILITIES, CAPITAL WORKS AND ENVIRONMENT

- ◆ Lead planning and delivery of a long-term capital works and maintenance program for both the Karrinyup and Metricup campuses.
- ◆ Oversee major building and redevelopment projects
- ◆ Ensure high standards of safety, compliance, and asset management
- ◆ Support sustainable practices aligned with the School's environmental commitments

## LEADERSHIP, RISK AND OPERATIONS

- ◆ Provide executive leadership across finance, administration, and business operations
- ◆ Lead risk management, business continuity, and compliance
- ◆ Oversee occupational health and safety, security, and emergency management
- ◆ Manage key service contracts and outsourced providers
- ◆ Support continuous improvement and operational effectiveness

## PEOPLE AND CULTURE

- ◆ Lead and develop finance and administration teams
- ◆ Oversee recruitment, performance management, and professional development of admin and operational staff
- ◆ Foster a culture of collaboration, wellbeing, accountability, and service
- ◆ Support the Principal in enterprise bargaining, industrial and legal matters

## INFORMATION, SYSTEMS AND PRIVACY

- ◆ Provide executive oversight of ICT operations and governance
- ◆ Ensure robust information management, cyber security, and privacy practices
- ◆ Act as the School's Privacy Officer

## STRATEGIC CONTRIBUTION

- ◆ Actively contribute to the School Executive and strategic planning processes
- ◆ Provide expert advice on financial and operational implications of strategic initiatives
- ◆ Support the delivery of the School's Strategic Plan through strong execution and stewardship

The above is meant to describe the general nature and level of work being performed; it is not intended to be an exhaustive list of all responsibilities, duties and skills required for the position. This senior role will require availability outside normal business hours in order to fulfil organisational needs and priorities.



## EDUCATION, EXPERIENCE AND SKILLS

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### Essential:

- ◆ A tertiary qualification in business, finance, or a related discipline
- ◆ CPA Australia or Chartered Accountants ANZ membership
- ◆ Current Working with Children Check and National Police Clearance (to be attained upon appointment)
- ◆ Proven financial and commercial acumen
- ◆ Senior leadership experience in finance, corporate services, or business operations
- ◆ Strong governance, risk management, and compliance capability
- ◆ Highly developed strategic, analytical, and problem-solving skills
- ◆ Exceptional interpersonal and communication skills
- ◆ A collaborative, service-oriented leadership style
- ◆ Demonstration of previous success in a similar role

### Highly Desirable:

- ◆ Experience in the independent education sector

## OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

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St Mary's Anglican Girls' School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with the St Mary's Child Safe Policies and Codes of Conduct. A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.

St Mary's is an Anglican School and applicants should be able to demonstrate empathy with and support for the School's Christian values.

St Mary's is a non-smoking campus and all staff are expected to adhere to this.