

Job description

Agency	Department of Education	Work unit	Milingimbi School
Job title	Operations Manager	Designation	Administrative Officer 4
Job type	Full Time	Duration	Fixed to 28/02/2022
Salary	\$71,091- \$81,611	Location	Milingimbi
Position number	37461	RTF	207615
		Closing	08/03/2021
Contact	Michael Jones, Principal at michael.jones@education.nt.gov.au		
About the agency	www.education.nt.gov.au		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfId=207615		

Information for applicants

Applications must be limited to a one-page summary sheet and detailed resume.

The NTPS values diversity and aims for a workforce that represents the community. The NTPS encourages people from all diversity groups to apply for vacancies. For more information about applying for this position and the merit process, go to the [OCPE website](#).

Under the agency's Special Measures Recruitment Plan eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for this vacancy. For more information on Special Measures, go to the [OCPE website](#).

Primary Objective: Provide a high level of administrative and operational support through the management of front office functions, facilities and equipment management and support to grounds' staff.

Context Statement: Milingimbi School is on an island situated 440km east of Darwin. Milingimbi School has a predominantly indigenous student population of approximately 350 from early years to senior secondary. The school also provides education services to two Homeland Learning Centres. The Operations Manager will work beside school staff to provide smooth operations of the schools physical and operational needs. This is both an indoor and outdoor position. Housing is not provided with this position.

Key Duties and Responsibilities:

- Responsible for overall administration in relation to operational matters including security, goods in and out, school assets, storage and maintenance including oversight and advising staff on workflow, policies and processes.
- Provide support to the Principal in managing the school's physical and operational environment.
- Provide administration and supervisory support for maintenance and office staff including answering calls, greeting trade persons and managing the hire and up keep of school facilities.
- Provide administrative support to the front office, the Principal and teaching staff including word processing, data entry, administrative and other tasks as directed by the Business Manager.

Selection Criteria

Essential:

1. Demonstrated sound interpersonal, oral and written communication skills, with an ability to interact effectively with people from diverse cultures and work well with a wide range of people with tact and discretion.
2. Demonstrated knowledge of grounds and building maintenance.
3. Demonstrated high level administrative and organisational skills, including tracking and managing work deadlines, adjusting priorities to meet deadlines and working collaboratively with others.
4. Demonstrated high level computer literacy skills, including, experience with the effective use of various office applications.
5. The ability to work in and lead a small team and maintain integrity and confidentiality.

Further Information:

1. The successful applicant must have no significant criminal record confirmed by a Police Criminal History check and have, or be in the process of obtaining, a current Working with Children Card and current First Aid Certificate.

Approved:

Michael Jones, Principal