POSITION DESCRIPTION

Directorate: Education

Branch: School Improvement

Business Unit: South Weston

Position Title: Business Manager

Position Requirements: Working with Vulnerable People (WWVP) registration

Asbestos Awareness Training is a mandatory requirement of this role and must be completed prior to or on commencement of this role.

Position Number: P25785

Classification: ASO6

Location: Duffy Primary School

Last Reviewed: October 2026

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well as demonstrate the related signature behaviours Values and Signature Behaviour - ACTPS Employment Portal

DIRECTORATE OVERVIEW

The ACT Education Directorate (Directorate) delivers high quality education services through government schools, registers non-government schools and administers vocational education and training in the ACT. The Directorate aims to develop and deliver educational services to empower each child and young person in the ACT to learn for life.

The Education Directorate is one of seven ACT Government Directorates established with a collaborative purpose to achieve the ACT Government's priorities and to serve the community. The Education Directorate services include the provision of public-school education, regulation of education and care services, registration of non-government schools and home education.

What is important to us: We are an education system that empowers our young people to thrive in ways that foster a democratic, equitable, diverse and prosperous society.

Our Mission: We develop and deliver educational services to empower each young person in the ACT to learn for life.

Our Vision: Our Directorate values of respect, integrity, collaboration, and innovation reflect the employee values of the ACT Public Service. These core values underpin our service delivery and are the cornerstone of our workplace environments. Translating these values into daily practice is an expectation of all ACT public servants.

The ACT public education system continues to expand with over 50,000 students attending 94 public schools, comprising:

- Fifty-five preschool to year 6 schools (including four Koori preschools);
- twelve year 7 to 10 high schools;
- eight year 11 and 12 secondary colleges;
- five early childhood schools (preschool to year 2);
- four specialist schools;
- eight preschool to year 10 schools (including one Koori preschool);
- one kindergarten to year 10 school; and
- one year 7 to 12 school
- one outdoor school/accommodation centre.

The Directorate also has responsibility for the planning and coordination of early childhood education and care services for the ACT.

The Directorate is structured around four divisions: School Improvement Division; System Policy and Reform; Business Services Division and Service Delivery and Design. The Directorate employs approximately 7,050 staff including 4,211 school teachers and leaders.

Further information about working in the ACT Public Service and the Education Directorate can be found at https://www.jobs.act.gov.au/about-the-actps and https://www.education.act.gov.au/ .

BRANCH OVERVIEW

The School Improvement Branch works closely with schools supporting them to develop sustainable processes that ensure a culture of school improvement and accountability related to their individual context.

SCHOOL OVERVIEW

ACT Public Schools deliver quality education to shape every child's future and lay the foundation for lifelong development and learning.

Nestled in the heart of the Weston Creek community, Duffy Primary School is a welcoming and inclusive ACT public school committed to fostering a love of learning and supporting every student to reach their full potential. The school prides itself on being a caring and connected community where students are encouraged to achieve success across academic, social, emotional and physical domains.

At Duffy, learners are empowered through purposeful and authentic learning experiences, delivered through high-quality teaching and strong collaboration among staff, families and the wider community. The school values student agency and voice, while maintaining high expectations for learning, achievement and personal growth.

With a focus on respect, responsibility and inclusion, Duffy Primary School provides a safe and supportive environment that nurtures wellbeing, encourages curiosity and exploration, and enables every student to learn, grow and thrive.

POSITION OVERVIEW

The Business Managers role serves as a key member of the school leadership team, responsible for overseeing the school's business operations and ensuring compliance with relevant Directorate legislative requirements. The Business Manager's contributions are vital to the school community and its improvement agenda, fostering a safe and nurturing environment conducive to student learning. Additionally, the position provides essential support to the principal and collaborates closely with the school leadership team and community to enhance student outcomes.

The successful applicant will be required to provide advice and guidance to the principal on the business of the school, lead and manage the day to day and strategic operations and foster continuous service improvement through strong administrative procedures. Lead and manage staff to meet business objectives, set and achieve priorities, monitor workflow, develop school-based procedures and work practices.

This position demands proficiency in the following areas: Strategic planning, Financial and Facilities Management, Human Resources, Communications and Stakeholder Engagement, Procurement and Contract Administration, as well as Compliance, Risk Management, and Governance.

Schools operate within fast-paced and constantly evolving environments; consequently, the successful applicant must possess the capability to prioritise and oversee workflows and practices in accordance with Directorates policy and procedures. Additionally, exceptional administrative, communication and interpersonal skills are essential for effectively liaising and working with a diverse range of clients.

WHAT YOU WILL DO

Business Manager positions at this level work under limited direction in relation to established priorities, task methodology and work practices to provide support to the principal in the day-to-day management of the school. Responsibilities include:

Strategic Management

- Contribute as an effective member of the school leadership team providing advice and recommendations on the business functions of the school.
- Contribute to the priorities, strategies and actions in the school improvement plan and annual action plans.
- Contribute to business improvement at the school, including:
    - Develop, implement, and maintain processes that contribute to the efficient and effective management of the school.
    - Facilitate business planning and improvement.
    - Provide input to review the development and implementation of policy, guidelines, and procedures.
    - Propose and facilitate innovative initiatives and contribute to business improvement strategies and changes in workplace practices.

Financial Management

Use financial management systems and processes, and with a clear understanding of financial management principles to

- Prepare, coordinate, and monitor annual school budgets.
- Prepare financial statements and report on the annual school budget.
- Identify financial issues and apply financial management knowledge to inform decision making.

Facilities Management

Under limited direction make decisions on the business of the school including:

- Identify infrastructure projects and capital upgrades.
- Drafting submissions and coordinate procurement projects.
- Overseeing minor works, repairs, and maintenance.
- Monitor and report on school infrastructure projects and the school maintenance program.
- Supervise the Building Services Officer.

Human Resources

Under limited direction:

- Manage the day-to-day operations of the administration and support team; coordinate and oversee workflows and priorities.
- Lead a team to provide operational, administrative, and technical support and oversee team workloads.
- Provide supervision, training and guidance for staff including providing staff with development opportunities and mentoring.
- Set priorities, maintain team cohesion, and ensure quality outputs for the work area.
- Understand and work within required legislative, policy and regulatory requirements such as the relevant ACT Government Enterprise Agreements.
- Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect, Equity and Diversity framework.

Communications and Stakeholder Engagement

- Provide excellent customer service and develop collaborative relationships with key stakeholders.
- Effectively communicate with key stakeholders both orally and in writing.
- Prepare complex documentation such as general correspondence and drafting of advice to the school leadership team. Provide a confidential customer focus and high level of client service by responding to stakeholder needs and expectations.
- Develop, support, and maintain customer relationships and liaise with internal and external stakeholders on a range of complex and sensitive matters.

Procurement and Contract Management

- Procure contractors to support school infrastructure and service delivery.
- Manage and monitor use of school facilities.

Compliance, Risk and Governance

- Work with the School Leadership Team to minimise risks and fraudulent behaviour.
- Work with the Principal to ensure the school meets compliance requirements.

- Identify and comply with legislative, policy and regulatory frameworks.
- Monitor and implement Work, Health, and Safety Practices.
- Coordinate support to the School Board.

Other duties as directed by the principal.

WHAT YOU REQUIRE

The following capabilities form the **selection criteria** that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated understanding of financial principles, including coordinating the school budget to meet the needs of the school and effectively use resources.

2. Ability to manage staff effectively to meet business objectives and allocate resources to provide required services to the school community.

3. Ability to apply rules, regulations, instructions, and procedures to make decisions with limited direction, under appropriate delegations and governance frameworks.

Behavioural Capabilities

1. Demonstrated well-developed liaison and communication skills and an ability to build strong working relationships with the school community.

2. Ability to foster continuous business improvement aligned to the needs of the school community, including the ability to investigate, interpret or evaluate information.

3. Ability to contribute as an active member of the school leadership team.

Compliance Requirements / Qualifications

- This position requires a Working with Vulnerable People (WWVP) registration.
- Asbestos Awareness Training is a mandatory requirement of this role and must be completed prior to or on commencement of this role.

Highly Desirable

- Qualification or equivalent in Business Administration, Finance or
- Experience in a business-related role and financial qualifications and/or relevant experience.
- Knowledge of Xero and Sentral systems.
- Knowledge of office practices and procedures.
- Knowledge of Microsoft Office packages.
- First Aid qualification. A First Aid Certificate or a willingness to undertake appropriate training.

Other information

Working in a School Setting Duty of Care
The legal duty of care requires that all staff should take all reasonable measures to ensure the safety of any student. Whilst administrative and related classifications do not have the same level of duty of care as teachers, all staff are required to take reasonable steps to protect students against risks of injury that could have reasonably been foreseen.

The duty is not to ensure that there is no injury but to take reasonable care to prevent injury that could have reasonably been foreseen. The level of duty of care for administrative and related classifications will depend on the individual role and the arrangements put in place by the principal.

All administrative and related classifications are responsible for providing basic physical and emotional care for students. This mayinclude activities such as toileting, assisting with meals and lifting of students and/or the provisionof support to students in accordance with approved student health care/treatment plans. The degree of responsibility for these activities will vary depending on the role, individual student needs and the working environment.

Extracurricular activities
Administrative and related classifications in schools may be required to assist teachers with the care and supervision of students in out-of-class activities including on school excursions, overnight camps and when transporting students to other campuses or facilities.

These school activities may be in addition to their ordinary hours of work. In these circumstances, participation is voluntary and following agreement with the principal, administrative and related classifications may be granted flex or overtime in accordance with the enterprise agreement.

The degree of responsibility for these activities will vary dependant on the Business Managers student needs and environment.

Mandatory reporting requirements
Administrative and related classifications in schools also have an additional responsibility for the care and protection of students. *The Children's and Young People Act 2008* (the Act) identifies certain persons, including teachers and public servants who in the course of their employment works with or provides services to children and young people, as mandatory reporters.

A mandatory reporter must notify Care and Protection Services when they believe, on reasonable grounds, that a child or young person has experienced, or is experiencing, sexual abuse and/or non-accidental physical injury.

Reportable conduct
The ACT Reportable Conduct Scheme is an employment based child protection measure designed to ensure that allegations and convictions against employees, related to abuse and misconduct against children, are identified and acted on appropriately. The Scheme was developed in response to the Royal Commission into Institutional Responses into Child Sexual Abuse and mirrors the NSW system, which has proven to be an effective and successful model.

The ACT Education Directorate is considered a 'designated entity' under the scheme and as such is required to report allegations, offences or convictions relating to child abuse or child-related misconduct by an employee, to the ACT Ombudsman. For the purposes of the scheme, a child is classified as a person under 18 years old.