



POSITION DESCRIPTION

Directorate: Education

Position Number: P31935

Branch: School Improvement

Classification: SOGC

Business Unit: Wanniasa School

Location: Wanniasa

Position Title: Director Business Services

Last Reviewed: May 2026

Position Requirements: Working with Vulnerable People Card (WWVP) registration

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 90 public schools, comprising:

- 52 preschool to year 6 schools (including four Koori preschools);
- nine year 7 to 10 high schools;
- eight year 11 and 12 secondary colleges;
- six 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.

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

Wanniassa School is a small vibrant P–10 school operating across two campuses; Junior Campus P–6 and Senior Campus 7–10. The staff have a strong sense of identity and a shared commitment to supporting every student to learn, grow and experience success. Our work is guided by the values of teamwork, a focus on improvement, and inclusion. We value people who support others, share practice, strive for excellence and help create a school environment where everyone feels welcome and respected.

POSITION OVERVIEW

The Director Business Services is an active member of the school leadership team, responsible for overseeing the administrative team and school finances. The position is accountable to the Principal and the ACT Education Directorate in meeting all relevant legislative requirements.

The Director Business Services leads the administrative team in providing outstanding customer service to teaching staff, students, parents and the wider community. Working closely with campus deputies, this role ensures HR and administrative services support the smooth running of both campuses, while playing an integral role in strategic financial planning and business improvement.

The successful candidate will bring proficiency across financial management, human resources, communications, stakeholder engagement, governance and administration. They will advise the Principal on all aspects of the school's finances and administrative operations, lead daily administrative functions, develop school-specific procedures and practices, and provide hands-on training and support across the administration team.

The ideal candidate will demonstrate exceptional communication and liaison skills, the ability to prioritise and manage workflows in alignment with Directorate policies, and a sound understanding of financial management for business improvement. They will understand the dynamic nature of school environments and bring the leadership, flexibility and collaborative spirit needed to enhance overall school effectiveness and success.

WHAT YOU WILL DO

The Director Business Services is a key leadership role with primary responsibility for the strategic and operational management of school administration, finances and a team of 6 staff. Working under minimal direction, this position drives business improvement and ensures the effective use of resources to support the school's day-to-day operations and long-term goals.

- Engage and collaborate as an active member of the leadership team, providing advice to the Principal on business improvement, HR management and school finances, implementing agreed approaches with fidelity
- Develop, implement and maintain processes that contribute to efficient and effective school operations, including business planning, excursions, enrolments and the preparation of complex documentation
- Lead, mentor and manage the administrative team to deliver operational, administrative and technical support, setting priorities, maintaining team cohesion and ensuring quality outputs
- Train and develop administrative staff in their specialised responsibilities, working shoulder to shoulder during periods of peak activity
- Apply financial management principles to forecast, develop, manage annual budgets, prepare financial statements and reports as required, and assist the wider leadership team to understand business needs and costs
- Provide excellent customer service and communicate, liaise, negotiate and influence across a diverse range of staff and stakeholders
- Provide advice to the Principal on a range of HR related matters across several enterprise agreements
- Work within relevant legislative, policy and regulatory frameworks including ACT Government Enterprise Agreements and the ACTPS Code of Conduct, modelling behaviour consistent with the ACTPS Respect, Equity and Diversity framework
- 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

- Proven ability to manage school budgets using sound financial principles, including the ability to plan, forecast, develop, report on and implement financial requirements in an operational setting.
- Established experience managing staffing requirements within allocated resources, including an understanding of relevant enterprise agreements and the ability to advise on a range of human resource matters.
- Ability to design, develop and implement business improvement processes and policies that contribute to the efficient and effective operations of the school.
- Strong track record in developing and leading highly motivated results-oriented teams, prioritising tasks efficiently, meet deadlines consistently, optimise productivity and enhance school

improvement outcomes.

Behavioural Capabilities

- Exceptional communication, liaison and interpersonal skills, including the ability to provide outstanding customer service and negotiate with and influence a diverse range of staff and stakeholders.
- Well-developed organisational skills and attention to detail, including the ability to manage multiple complex tasks, balance competing priorities and consistently meet operational deadlines.
- Proven ability to make sound decisions within governance frameworks and provide strategic advice and recommendations that support the school improvement agenda, influence business operations and lead to improved outcomes for students and the school community.
- A genuine commitment to professionalism and continuous improvement in line with the ACT Government values of Respect, Integrity, Collaboration and Innovation, including the ability to consult and negotiate on sensitive human resource and WHS matters.

Compliance Requirements / Qualifications

- This position requires a Working with Vulnerable People (WWVP) registration.
- Current drivers licence

Desirables

- Current bus license (Medium Rigid (MR) Licence)
- Qualification or equivalent in Business Administration, Finance or
- Experience in a business-related role and financial qualifications and/or relevant experience.
- Knowledge of school office practices and procedures.
- Knowledge of Xero, Microsoft 365 package, Google Suite and Sentral.
- First Aid qualification 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 may include activities such as toileting, assisting with meals and lifting of students and/or the provision of 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.

Extra curricular 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 or in lieu of their ordinary hours of work. In these circumstances, participation requirements are by 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 school and student need 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.