

# POSITION DESCRIPTION

Head of Daily Operations



**MATTHEW  
FLINDERS**  
Anglican College



## JOB

## CLASSIFICATION

Position title:	Head of Daily Operations
Reports to:	Head of Secondary
Employment type and tenure:	Permanent, Full-time (1.0 FTE) Position
Department / School:	Secondary School
Location:	Stringybark Road, Buderim, Queensland
Industrial instrument:	The Queensland Anglican Schools Enterprise Agreement 2024
Position classification:	Teacher Salary + Promotional Position for Teachers (PPT) Level 4 + Superannuation
Last updated:	April 2025

## ORGANISATIONAL CONTEXT

Matthew Flinders Anglican College is a co-educational College that cares for more than 1400 students in P-12 and 140 Early Learning Centre children. The College was established in 1990 and is located on the Sunshine Coast in Buderim. The College has extensive facilities, comprehensive sporting and co-curricular programs and is committed to using technology to enhance educational opportunities.

### Our Mission

Through transformational learning experiences, we inspire our students to achieve academic excellence, develop a profound sense of humanity and be motivated to create positive change in the world around them.

### Our Vision

To Educate for Excellence in Learning and Life.

### Our Values



**Compassion:** We are aware of suffering and are motivated to treat others with kindness, care and understanding.



**Courage:** We act bravely to overcome our fears, accept challenges and learn from our mistakes.



**Integrity:** We act with honesty, moral strength and grace, guided by humility and compassion.



**Respect:** We have a high regard for self and others, and for the wider community, and treat each other accordingly.

# ABOUT THE POSITION

## Position summary

The Head of Daily Operations will provide support to the Secondary Leadership Team and is responsible for the efficient and robust delivery of the operation and administrative functions in the Secondary School. The Head of Daily Operations is responsible for:

- The coordination, development and implementation of the Secondary Timetable and for ensuring the communication of timely and accurate information regarding daily operations.
- The organisation of daily relief for all Secondary staff absences.
- Calendar management and coordination of Secondary School events.

This is a pivotal role underpinning the smooth and efficient operation of the Secondary School. Due to the nature of the role, the Head of Daily Operations will be required to work flexible hours with some duties performed at times other than during the school day or when students are in attendance.

## Reporting relationships

- Reports directly to the Head of Secondary
- Collaborates with the Head of Curriculum in the creation of the Secondary Timetable
- Collaborates with the Head of Middle School and Head of Senior School to streamline events.
- Liaises with Heads of Department (and attends meetings as required)
- Liaises with the Academic Leadership Team (and attends meetings as required)

## Key responsibilities

### 1. Secondary Timetable

- Lead the coordination, development and implementation of the Secondary School Timetable (using Edval and TASS).
- Manage the subject selection process and requirements (in collaboration with the Head of Curriculum), with particular oversight of the online selection processes and collation/management of course preference data.
- Schedule Professional Learning Team (PLT) Meetings for Heads of Department, ensuring their entry into the Secondary Timetable.
- Develop the Transition Week Timetable for Secondary Teachers for the last week of Term 4 annually.
- Ensure all Secondary Staff access to Edval Daily Timetabling software is appropriate to their positions of responsibility.
- Liaise with the Dean of Studies to create exam timetables and associated room changes.

### 2. Daily Operations

- Coordinate the daily organisation of staff absences, distribution of internal or external cover arrangements, maintenance of absence records for all personal, professional development, camp or co-curricular activities.
- Manage the Secondary Relief budget.

- In collaboration with the Executive Assistant to the Head of Secondary School distribute set work to internal/external relief staff.
- Maintain an accurate and up to date list of external relief staff and on board new staff as required.
- Calculate Secondary Teachers Programmed School Directed and Professional Learning Responsibilities (Hours of Duty) to ensure compliance with the EBA.
- Coordinate the allocation of Secondary Teachers' Flexible Working Arrangement Lesson into Edval software.
- Assist in the allocation of Secondary Teachers to Co-curricular Activities.
- Support the onboarding of new/returning Secondary staff in collaboration with the Head of Secondary and Head of Professional Practice.

### **3. Secondary Calendar and Events**

- Develop and maintain the Secondary Calendar (current and following year) in collaboration with the Head of Secondary.
- Assist teachers with the coordination, approval and management of events/activities.
- Support staff members to complete appropriate risk assessments for all student-related events.
- Liaise with Heads of Sub School and Dean of Students regarding the staffing of student events (eg. camp, leadership days).
- Liaise with key stakeholders to manage significant school events (e.g photos, immunisations)
- Analyse and review events across the Secondary School to ensure curriculum, financial and human resource efficiencies.

### **4. Professional Responsibilities**

- Maintain a teaching load approximately 0.2 - 0.4FTE and aspire for excellence in teaching.
- Maintain an active involvement in the wider educational community.
- Maintain an active involvement in the Co-curricular program.
- Lead innovation collaboratively and model a positive approach to change.
- Perform other duties as may be determined by the Principal from time to time.

## **ABOUT YOU**

### **Person specification**

#### **Essential qualifications**

- Bachelor's degree in Education
- Teacher Registration with the QLD College of Teachers (QCT)
- Postgraduate qualifications in educational leadership or a related area are highly desirable.

#### **Personal Attributes and Experience**

- Extensive experience in timetable creation and management (experience using Edval and TASS would be advantageous)
- A professional attitude to the conduct and completion of the duties and responsibilities of the position in a timely and professional manner.

- Demonstrate an understanding of self-reflection, self-review, and improvement.
- Highly effective communication skills with the ability to maintain confidentiality.
- Highly effective interpersonal and human resource management skills.
- Enthusiasm, initiative, and a desire for continuous improvement.
- A combination of discipline tempered by compassion, warmth, and a sense of fairness.
- Creative and effective problem-solving techniques.

## STATEMENT OF COMMITMENT

### Safeguarding our Students

Matthew Flinders Anglican College supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of Students. Matthew Flinders Anglican College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.

To ensure the safeguarding of our students, all employees must have a current Employee Working with Children Check (Qld Blue Card or Qld Teacher Registration) before commencing work. In addition, included throughout the recruitment process are checks of suitability for employment with children.

### Workplace Health and Safety

Matthew Flinders Anglican College is committed to ensuring the physical and psychological health, safety and wellbeing of our people. Employees (including contractors and volunteers) must comply with all legislative requirements in respect to Workplace Health and Safety and follow all policies, procedures and codes to ensure a safe and accident-free workplace is maintained.

### Equal Employment Opportunity

Matthew Flinders Anglican College is an equal opportunity employer. We recognise that teams who reflect a diversity of lived experience, identity, perspective, and background help us to create a healthy and inclusive working culture where our staff, students and community can thrive.

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*A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered to meet the changing operational needs of the College.*





**Matthew Flinders Anglican College**

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**[www.mfac.edu.au](http://www.mfac.edu.au)**

*"Surrounded by our past, untitled by our future." Artwork by David Williams of Gillingim.*