Our Mission Statement

Torrens Valley Christian School is built on faith in Jesus Christ, providing excellence in education. Our aim is to nurture children in a Christ-centred learning environment in order to develop their full academic, creative, personal, physical, moral and spiritual potential.

Our Vision Statement

Torrens Valley Christian School is a Christ-centred learning environment developing young people to believe, belong and become all that God has created them to be.

Our Motto

*In Christ - Wisdom and Knowledge*

My purpose is that they may be encouraged in heart and united in love, so that they may have the full riches of complete understanding, in order that they may know the mystery of God, namely, Christ, in whom are hidden all the treasures of wisdom and knowledge. Colossians 2: 2 - 3

Our Values

BELIEVE in God

BELONG to community

BECOME all that you are created to be
**BUSINESS MANAGER**

<table>
<thead>
<tr>
<th>POSITION INFORMATION</th>
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<tbody>
<tr>
<td><strong>Title</strong></td>
<td>Business Manager</td>
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<tr>
<td><strong>Responsible for:</strong></td>
<td>Strategic financial, business and administrative functions of the School</td>
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<tr>
<td><strong>Classification &amp; Allowance</strong></td>
<td>Senior Management Level As per contractual agreement</td>
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<td><strong>Reporting to:</strong></td>
<td>TVCS Principal</td>
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<td><strong>Date of Commencement</strong></td>
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<tr>
<td><strong>Tenure</strong></td>
<td>Five year contract with annual reviews</td>
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**THE POSITION**
Torrens Valley Christian School is seeking to appoint a full-time Business Manager to commence at a suitable time by mutual negotiation with a preferred start date at the commencement by the start of June 2017, if possible. A successful background in a similar role in education, industry or business with 5 years’ experience in a leadership role is essential.

**GENERAL POSITION DESCRIPTION**
The Business Manager will be responsible for strategic financial and business oversight of all school operation and will show leadership in forward strategic planning for the ongoing success and growth of the school as led by the board.

In consultation with the School Principal, TVACE Board and senior executive staff, the Business Manager will provide strong strategic leadership and effective management by leading and mentoring a capable team in order to develop a resourceful, cohesive, financially robust, well respected and effective school which reflects the ethos, values and vision of Torrens Valley Christian School.

The Business Manager is accountable for the strategic management of the school including:

1. Finance development and strategic planning
2. Business development
3. Property development and capital funding
4. Risk management
5. Personnel and human resources
6. School development and marketing
7. General duties
KEY TASK RESULT AREAS

1. Finance Development and Strategic Planning
   - Preparation of reports for Board against key performance indicators and using benchmarking.
   - Long term financial planning for the Association, including development of financial strategies and goals in conjunction with the Treasurer and the Board.
   - Planning and preparation of the budget, monthly compliance and reporting.
   - Maintenance of budgetary controls on expenditure.
   - Monitoring enrolments and Association membership.
   - Monitoring the Association's cash flow and arranging for investment of surplus funds.
   - Loan negotiation with Bankers and financial institutions.
   - Management of creditor payment system, receipting and ordering processes.
   - Ensuring that there is proper accounting and control over all income received (fees, fee concessions, government grants etc.) and expenditure (salaries, operating costs, asset purchases etc.).
   - Responsibility for fee collection, including debtor management.
   - Reviewing of all applications for fee assistance.
   - Liaise and work with Board appointed committees.
   - Development and implementation of systems and process improvement in administration.

2. Business Development
   - Implementation of key business strategies as defined by the Board.
   - Preparation of business cases for expenditure, as required.
   - Provision of high level support to the Principal and executive team.
   - Preparation of submission for funding and grants, as required.

3. Property Development and Capital Funding
   - Provide strategic advice and support for the Principal and Board in the development of the school’s physical resources and facilities, including development of the School’s Master Plan.
   - Management of facilities and physical resources, including oversight of building development, property maintenance, repairs and management of contractors and other service providers to the school. Develop a rolling five year maintenance plan.
   - Seeking out competitive tenders for procurement of requirements and advising the Principal on the best tenders.
   - Project management of all capital works.
   - Asset management.
• Annual review and renewal of insurance cover.
• Responsibility for school security.
• Overall management of the IT infrastructure and resources in conjunction with the IT Manager.
• Management of IT master plan development and IT maintenance and repairs.
• Building Fund management, investment and oversight.

4. Risk Management
• Ensure a systematic approach to Risk Management
• Ensure accurate records are kept including data base integrity and backups.
• Ensure compliance with all relevant Accounting/Government regulations.
• Preparation of year-end financial statements and statutory returns in accordance with the Corporations Law and other relevant legislation.
• Improve risk management systems and processes within the school including the role of the WH&S Officer.
• Recommend relevant risk management training for staff to ensure compliance with legislation.
• Review and oversight key policy documents to ensure compliance with regulations and standards.
• Manage all School contracts for supply of goods and other services.
• Work with external contractors to ensure safe work methods and practices, at all times.
• Communicate with stakeholders re changes to administration or policy.

5. Personnel and Human Resources
• Oversight of payroll processing, personnel records, staffing contracts, return to work coordinator, workers compensation, income protection insurance, and leave accruals and staff entitlements.
• Management and supervision of all administrative, finance and maintenance staff.
• Manage Enterprise Agreement negotiations and other industrial matters.
• Oversight of Employee Assistance programs and related service contracts.

6. School Development and Marketing
• Oversight of School Development, including:
  • Media, promotion and advertising,
  • Direction and facilitation of promotional activities and development strategies.
  • Development of promotional literature.
  • Implementation of strategies for improving enrolment growth.
7. **General Duties**

- To support and promote the ethos of the school as set out in the school’s vision and mission statements.
- Deploy high level problem solving skills and develop effective strategies to solve complex issues with the leadership team.
- Other duties as required by the Principal.

**REPORTING RELATIONSHIPS**
The Business Manager is directly accountable to the Principal and provides trusted advice, support and leadership on a range of strategic and operational matters.

**KEY WORKING RELATIONSHIPS**
The Business Manager works closely with key stakeholders in the School and is an ex-officio member of the TVACE Board and the senior executive team (Torrens Valley Leadership Team). The Business Manager will be expected to develop strong links with the Bank Manager and the School Auditor to underpin the school’s strategic direction, business and financial planning processes. Work closely with other key community members.

**JOB AND PERSON SPECIFICATIONS**

**Qualifications**
- Degree in a business related discipline &/or post graduate qualification in management &/or relevant management experience.
- 5 years’ experience in a leadership role in education, industry or business.
- Current Police check. A Child Related Employment Screening Check will be required upon commencement of position.
- Current driver’s license

**Knowledge**
- Understanding and commitment to the philosophy of Christian Education.
- Awareness of contemporary issues and practices in financial administration, particularly in the context of management of a non-government school.
- Understanding of government and legal requirements for the financial management of a non-government school.
- Demonstrated knowledge of WHS principles and practices.

**Skills and Attributes**
- Personal commitment to the Christian faith and the ethos of Christian Education.
- Ability to provide strategic leadership
- High level skills in Microsoft Office software and other systems-related software.
- Organisational and time management skills including the ability to cope with high volumes of work, changing priorities and meeting critical deadlines.
- Demonstrated ability to operate with transparency, adaptability, confidentiality and initiative
- Ability to work cooperatively in a team environment.
KEY SELECTION CRITERIA

Essential Requirements
The successful applicant will demonstrate:

• A belief in and commitment to Christian principles and support for the Christian aims of the school, with an understanding of a biblical worldview.
• Commitment to, and active participation in, a Christian Church, including a Pastor’s reference.
• A high level of professional conduct and personal integrity at all times.
• Proven ability in strategic management practices in a leadership role in education, industry or business.
• Sound decision making and problem solving skills.
• Proven ability to assess, manage and implement risk control measures.
• Experience in monitoring a compliance performance process.
• A demonstrated high level of interpersonal skills with the ability to communicate effectively both verbally and written with all key stakeholders, including parents, staff, management and board.
• Executive leadership qualities and proven ability to implement change.
• The ability to recognise opportunities assess the impact and act in an appropriate manner.
• Demonstrated capacity to analyse data and implement change and process.

Desirable Qualities
• A proven team performer and team builder.
• Proven ability to manage time and resources and to coordinate business activities.
• Ability to motivate and lead professional, para-professional and ancillary staff in pursuit of excellence.
• A thorough understanding of administrative work practices and procedures and practical application.
• A sound knowledge of computer systems used in the school and experienced in data base operation and management, spreadsheet preparation, word processing and network operation.
• A sound knowledge of Work Health Safety legislation.
• Proven project management skills.
• Ability to handle complex goals flexibly and competently to complete tasks on time.

REMUNERATION PACKAGE

Remuneration will be set at an appropriate level commensurate with qualifications and experience and would attract superannuation at the statutory rate, and 4 weeks annual leave.
INFORMATION ABOUT TORRENS VALLEY CHRISTIAN SCHOOL

In line with the strategic plans for the development of the school, the Board of the Torrens Valley Association for Christian Education Inc (TVACE) seeks to appoint a Business Manager, to take responsibility for the strategic financial, business and administrative functions of the School. It is planned that the position is to commence in early June, 2017, or at an alternative time by mutual agreement with the Board.

Torrens Valley Christian School was established in 1980 and is located in the Adelaide foothills, in the north-eastern suburb of Hope Valley. The school is approximately 13 km or a comfortable 25 minutes drive to the Adelaide City Centre.

Our school is entering an exciting phase following the recent developments of state-of-the-art facilities which include new science laboratories, art studios, exceptional new learning environments for music, dedicated maths and physics classrooms, physical education and weights rooms and a multi-purpose Hall. The school has continued to attract steady enrolments over several years and at present has approximately 630 students. TVCS comprises three sub schools on one campus - Primary - Years Reception to 6, Middle - Years 7 to 9, Senior - Years 10 to 12 with a total staff of 90.

Torrens Valley Christian School is governed by the Torrens Valley Association for Christian Education Inc (TVACE). The Association and Board of Directors are parents and community members committed to Christian education who work in partnership with the school principal and senior management, staff and parents. The Association’s educational objectives are encapsulated in the school’s Educational Creed (which seeks to describe a biblical world-view underlying Christian teaching and living), and the more specific School Aims and Mission and Vision Statements. TVACE is a member of Christian Education National. The school strives to provide excellence in education and to nurture children in a Christ-centred learning environment in order to develop their full academic, creative, personal, physical, moral and spiritual potential.

We are seeking an applicant with a passion for Christian Education, who possesses advanced skills in leadership and is energetic and committed to delivering the school’s vision and mission. Applicants are asked to demonstrate advanced skills in strategic planning, budgeting, financial planning and property development to lead the school into the future. The applicant must have expertise, in educational administration, policy development, personnel management, curriculum development and have a critical awareness of issues and trends in educational theory and practice. The applicant must also have an ability to provide spiritual leadership, mentoring, pastoral care and support for our vibrant and committed staff team and a heart to use their gifts to serve and support our students, staff and parent communities.

We invite you to look at our website to access more information about the position and how to apply, at www.tvcs.sa.edu.au. Alternatively contact Julie Dow, Principal’s Assistant on 08 8265 2077 or by email at julie.dow@tvcs.sa.edu.au

The closing date for applications is Monday, 13 March, 2017.
APPLICATION INFORMATION

Thank you for considering the position of Business Manager at TVCS.

We request that your application clearly and concisely demonstrates to the selection panel your commitment to Christ-centred education. Your application should also show that you are suitably equipped to perform the role and that you possess all the stated essential skills, abilities and knowledge, experience and educational qualifications.

We request the following is included in your application:

- A covering letter of up to 2 pages introducing yourself to the selection panel and describing your church involvement, skills, abilities, knowledge, qualifications and experience relevant to the position
- A Statement of Christian faith and commitment (approx 1 page)
- A current curriculum vitae/resume that includes your personal details, current and relevant employment history, education, training courses, qualifications and professional memberships.
- A document of up to 2 pages, addressing the Selection Criteria
- The names and current phone numbers of three Referees, including a Minister or Pastor and current Principal, Supervisor or Board Chair if possible, who may be contacted to testify to your professionalism and Christian character.

EMPLOYMENT COLLECTION NOTICE

In applying for this position you will be providing Torrens Valley Christian School with personal information.

If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application.

You agree that we may store this information until the end of the following school year in South Australia.

If unsuccessful in gaining this position, your information will be shredded once the successful applicant commences the position.

We will not disclose this information to a third party without your consent.

If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the school and why, that they can access that information if they wish, that the school does not usually disclose the information to third parties and that we may store their information until the end of the 2017 school year in South Australia.

APPLICATION CLOSING DATE: MONDAY, 13 MARCH, 2017

Applications may be emailed to:

Mrs Julie Dow
Personal Assistant
Torrens Valley Christian School
julie.dow@tvcs.sa.edu.au

Applications may be mailed to:

Mrs Julie Dow
Torrens Valley Christian School
1227 Grand Junction Road
HOPE VALLEY  SA  5090