

POSITION: School Coordinator

SALARY AND CONDITIONS: Part time position salary to be negotiated according to qualifications and experience in accordance with Independent Schools MEA.

Primary Purpose of the Role

The School Coordinator (SC) will be responsible for the day to day educational functioning of Currumbena, managing staff, supporting teachers and parents and responding as necessary to children's needs. The SC will oversee and guide the educational practice of the school in accordance with the core school philosophy, policies and principles.

The School Coordinator will work closely with the Business Manager, the Administrative Assistant, the teaching staff and the School Council.

About Currumbena

Founded in 1969, Currumbena is an independent, secular primary and preschool which is founded on principles of child-centred, progressive education. It was one of the first alternative schools in Sydney. The primary school has the capacity for 110 places and Preschool is licensed for 25.

The school is governed by a Council of elected teachers and parents. Council is the Board of Directors which administers the not for profit company that comprises the school.

Decisions at all levels of the school are made democratically, from the children's School Meetings to School Council. The process of decision-making involves wide-spread consultation and a resolve to work towards agreement by consensus.

Staff work within a collegial framework and are professionally accountable to each other for their responsibilities. Weekly staff meetings are held after school hours and all staff are expected to share a commitment to the effective management of the whole school.

Key Accountabilities

- Overall educational leadership, support and supervision for teaching and support staff with regard to planning, organising and implementing educational services for children.
- Liaison with educational authorities, compliance, reporting and registration for Primary and Preschool.
- Human resource management, staff contract management and induction of new staff.
- Internal and external school communications especially between children, parents, staff, School Council, subcommittees etc.

Key Challenges:

- Exercising sound judgement in prioritising own work to support school functioning and meet deadlines while working under pressure with variable volumes of work.
- Maintaining flexibility in the scope and range of activities performed to ensure the provision of high-quality educational leadership in a flat structure within an evolving school environment.
- Providing educational and organisational information and guidance for Council, staff and parents in a democratic environment.

Essential Requirements:

- Relevant tertiary and professional qualifications and experience.
- Demonstrated experience in educational leadership.
- Strong IT skills (preferably including Excel, Word, etc).
- Hold (or be willing to obtain) a valid Working with Children Check (WWCC) for paid employment.
- All employees are required to have received a COVID-19 vaccine or have an approved medical contraindication certificate.

Key Knowledge and Experience:

- Demonstrated experience in a school setting.
- Capacity for strategic thinking that contributes to the development and continuous improvement of the school.
- Well-developed communication and interpersonal skills with the capacity to build relationships and engage students, staff and parents.
- Proven ability to lead, consult, delegate, analyse and plan.
- Strong organisational skills including the ability to prioritise and meet deadlines.
- The ability to effectively supervise the work of others.
- Strong written and verbal communication skills including the capacity to effectively engage with existing and potential parents.
- Proven ability to work independently and in a team.