



Operations Support Coordinator Position Information Pack

About Ngutu College

Ngutu College is an independent, not-for-profit, socially just college based in Woodville North. Learning programs acknowledge and engage the individuality of all children and young people in an experiential environment in which Aboriginal knowledges are seamlessly integrated with the formal curriculum. At Ngutu, we provide options and opportunities for Children and Young People to achieve success through positive academic, vocational and community outcomes. Ngutu College operates with Aboriginal Cultures as its 'soul', Young People as its 'heart', and the Arts as its 'backbone'.

We welcome you to join the Ngutu College staff team to support our Children and Young People as they participate in a myriad of learning pathways.

Vision

To redesign schooling to be genuinely equitable, culturally informed, and authentically child-centred.

Mission

Ngutu College is a model for the seamless integration of Aboriginal knowledges and formal curriculum in experiential learning environments. Ngutu College is a socially-just, non-denominational, independent redesign of schooling. It provides holistic, child-centred, and experiential educational environment. Learning programs acknowledge and engage the individuality of all children. A diversity of opportunities for K-12 children and young people create options and strengthen pathways for achieving academic, vocational and community outcomes. Ngutu College achieves this in collaboration with Kurna Elders and community leaders.



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Position Objectives and Responsibilities

The success of Ngutu College's educational objectives is dependent on efficient and effective administration. This role focuses on the oversight of operational and administrative elements of the College, managing these with skill and experience to consolidate current practices and bring in new ideas for improvement.

As a valued member of the Ngutu College team, you will collaborate closely with educators and the administration team. You will be instrumental in ensuring the smooth operations and administration of the college. Serving as a vital link between the Administration team and Educators, you will contribute significantly to the coordination of transport services, our expanding Allied Health portfolio, and data entry coordination. Previous experience in school operations, transport services or allied health management will be highly regarded.

For this role, we are seeking candidates with strong operational and administration coordination experience, a collaborative work style, and an ability to adapt to a fast-paced environment. Equally important is your ability to manage multiple projects with meticulous attention to detail and follow-through. Excellent communication skills with internal and external stakeholders is crucial for this role.

The successful applicant will work closely with the Heads of our Junior and Senior campuses, contributing to the thinking and planning for the College. Ngutu College staff work in a highly collaborative manner to support the ethos of the College.

This role is full time. In all matters concerning their employment, employees are ultimately responsible to the Head of College, acting on behalf of the Ngutu College Board. However, in relation to this role, these functions are delegated to the Executive Office Manager.

Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply.



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Position Description

The duties of this role include, but are not limited to, the following:

Role specific responsibilities: Personal	Personal qualities and contributions
<ul style="list-style-type: none"> • Oversee the transport system timetable and coordination of the routes, bus maintenance, registration, and safety checks. • Previous use of RollCall and Sentral in a School setting is desirable. • Support the Diversity and Inclusivity Lead Educator with the Allied Health Coordinator, including documentation, roster coordination, tours, and follow-up. • Support infrastructure and trade management throughout the College. • Support the leadership team with audit, census, and data entry coordination. • Working as part of the team to ensure clear and consistent college communications through the internal communication platform. Coordinating these with the leadership team to occur within the designated time frame. • Coordinating, communicating, and supporting functions for the college, such as the support photography, immunisations, and excursions. • Prioritises and focuses on short-term tasks, while making progress on long term objectives. • Has experiences working in administrative environments and understands the needs of running these smoothly. • Effective in using the Microsoft Office as part of their role. Willing and able to share skills of this package with others. • Support colleagues and invest in building a strong workplace culture. • High level of effective communication, interpersonal skills, and time management. • Work to a high level of professionalism and excellence. • Actively contribute to administration meetings. 	<ul style="list-style-type: none"> • Highly professional, respectful, and service oriented. • Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff. • High degree of discretion, initiative, and personal organisation. • Empathetic, caring, and creative • Supporting the College’s view of social justice.



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<ul style="list-style-type: none"> • Demonstrate attributes of a learner, particularly in relation to cultural understanding. • Act to safeguard the safety and wellbeing of all children and young people. • Live up to the Ngutu College code of conduct 	
<p>Role specific responsibilities: Teamwork</p>	<p>Personal qualities and contributions</p>
<ul style="list-style-type: none"> • Seamless integration of Aboriginal knowledge and formal curriculum to demonstrate highly successful learning outcomes. • Working with the transport team and community officer to coordinate effective pick up and drop off of young people. • Working closely with the Executive Office Manager and Operations Team to coordinate communication and collaboration. 	<ul style="list-style-type: none"> • Proactive mindset instead of reactive • Ability to provide feedback. • Emotional intelligence and the ability to manage oneself. • Empathy • Sound communication both verbally and written.
<p>Role specific responsibilities: Community</p>	<p>Personal qualities and contributions</p>
<ul style="list-style-type: none"> • Contributing to a proactive community mindset, developing the College's functions operationally. • Meeting with stakeholders internally and externally and supporting the reputation of the College. • To develop good relationships and effective communications methods with families, allied health professionals and community. • Respect the privacy of each family and understand that each family and child is different, and the service is there to support them. • This role will regularly encounter confidential information, and the incumbent must always exercise impeccable confidentiality and discretion. 	<ul style="list-style-type: none"> • Inclusivity and empowerment • Ability to be discrete and respectful in the correct scenarios. • Ability to recognise when it is necessary to communicate any concerns around young people. • Work to a high level of professionalism and excellence.



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Role specific responsibilities: Qualifications, knowledge, and operations.	Personal qualities and contributions
<ul style="list-style-type: none"> • Working with Children Check – ‘not prohibited’. • Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate • SA Teacher Registration (for teaching positions) • First Aid Certificate (or willingness to complete) • Thorough understanding of the National quality framework, EYL framework and National laws and regulations. • Assist the Head of College and leadership team to respond to serious incidents in line with compliance guidelines. • Ensuring all children are signed in and accounted for in line with service models. • Model global supervision always ensuring the safety and enjoyment of the children. 	<ul style="list-style-type: none"> • Ability to take initiative and maintain professional development. • Awareness of gaps in professional abilities and proactively working towards this. • Time blocking and management.



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Appointment Conditions

Position Level	Operations Support Coordinator
Reporting to	Executive Office Manager
Salary Range (Full time)	\$80,000
Employment Term	Permanent
Fraction of time	1.0 (Full time capacity) Equivalent of 76 hours a fortnight. There is an expectation to manage your hours accordingly. Some work outside of these hours may be required.
Key Stakeholders	Management Team (incl Finance & Operations Manager, Marketing & External Relations Manager, Administration and Support Staff); Leadership Team (Head of Junior Campus, Head of Senior Campus, Teaching and Support Staff); our Children and Young People and their Families; Board Chair and Board Directors; Community Leaders including Aboriginal Elders; Contractors ie. Architects/ Builders and Suppliers of goods and services; Landlord; Government, Business, Individual Donors and other supporters.