



Primary School Operations Coordinator

Teaching load: approximately 0.3–0.4 of a full-time load, with approximately 0.6–0.7 available for operational coordination.

Role Purpose

The Primary School Operations Coordinator is responsible for the smooth and effective day-to-day operational coordination of the Primary School. Working closely with the Head of Primary, Director of Administration and Director of Operations, the Coordinator manages Primary School operational requirements and ensures Primary School activities are effectively aligned with whole-School calendars, systems and processes.

Key Responsibilities

Calendar and Daily Operations

- Manage and maintain the Primary School calendar (PWO), aligning Primary School activities with the whole-School calendar (DDD) and identifying clashes or operational requirements in advance.
- Maintain a forward view of each term and coordinate and communicate operational changes affecting the day-to-day running of the Primary School.
- Coordinate Primary School variations to the school day and other operational adjustments, referring matters requiring educational or pastoral judgement to the appropriate Primary School leader.

Staffing and Routines

- Coordinate daily staffing arrangements arising from absence, professional learning and other planned or unexpected changes, including booking and deploying casual teachers and arranging duty cover.
- Develop and maintain Primary School playground-duty rosters and coordinate wet-weather and other required changes.
- Coordinate recurring Primary School operational routines, including carline and staff parking arrangements.

Events, Camps and Excursions

- Coordinate the operational requirements of significant Primary School programs, events and experiences, working with the relevant educational or pastoral leader and whole-School teams.
- Coordinate practical requirements including spaces, transport, facilities, staffing logistics, equipment and timelines as required.
- Coordinate the operational planning of Primary School camps in partnership with the Deputy Head of Primary – Student Wellbeing, who retains educational and pastoral oversight.
- Coordinate the operational requirements of excursions and incursions in partnership with the Deputy Head of Primary – Teaching & Learning and relevant teachers, within the School's established approval and risk-management processes.
- Work with the Primary Admin Team and Director of Administration to ensure permissions, parent communications, bookings and other administrative requirements are completed through the appropriate School processes.

Facilities and Whole-School Liaison

- Act as the Primary School point of contact for day-to-day operational, WHS, facilities and maintenance matters, liaising with the Director of Operations and relevant whole-School teams.
- Work closely with the Director of Administration and Director of Operations on matters that cross Primary School and whole-School operations, and follow through operational issues affecting the effective running of the Primary School.