



Position Description

Campus Operations Coordinator, South Morang Secondary Campus

Purpose of position	The Campus Operations Coordinator, South Morang Secondary Campus is a member of the South Morang Secondary Campus Leadership Team and supports the Deputy Principal – Head of Secondary Campus, South Morang with realising the College’s Catholic ethos, Mission, values and strategic intent and leading the day-to day operation of the Campus. They are entrusted with the responsibility to ensure that the Campus operates in an organised, compliant, efficient and well communicated manner to best facilitate student learning and growth.
Staff Team	Campus Leadership Team
Reporting to	Deputy Principal – Head of Secondary Campus, South Morang
Location	Marymede Catholic College and ELC: - 60 Williamsons Road, South Morang - Eminence Boulevard, Doreen
Classification	Education Support Officer Level 4, Category C
Salary and benefits	<ul style="list-style-type: none"> • Salary as per Catholic Education Multi Enterprise Agreement 2022 • Salary range (at time of advertisement): \$90,269 - \$102,822 • Significant opportunities for professional learning
Commencement date	19 January 2026

Employment conditions	<ul style="list-style-type: none"> • Full-time • Ongoing • Seven weeks holidays per year • Working hours are 7.15am to 3.21pm, Monday to Friday (30-minute lunch break) <p>The successful applicant will:</p> <ul style="list-style-type: none"> • be subject to a satisfactory National Police Record Check and Employee Working with Children Check <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
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Qualifications and experience	<p>Experience with school data management systems (Timetabler, VASS, and SIMON) is an advantage but not essential.</p> <p>A current Victorian driver's licence and access to a vehicle.</p> <p>Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people.</p>
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Key duties and responsibilities

- Actively support the Catholic identity and mission of the College
- Work in a manner consistent with the College's Catholic identity; humbly, kindly, ethically, inclusively and inspired by Christ's teaching
- Energetically contribute to the realisation of the strategic intent of the College
- Foster a culture of collaboration and curiosity
- Set and monitor high standards for and of staff and all community members and challenge conduct which is unsatisfactory
- Be a contributing member of the Campus Leadership Team
- Foster the learning and growth of the whole person through the provision of a hope-filled student-centred learning environment
- Complete the daily organisation of the Campus managing staff absences and other elements relating to events, incursions and excursions in a manner which is compliant with conditions of employment
- With the support of the Deputy Principal – Head of Secondary Campus, South Morang, address the replacement of teachers and Learning Support Officers who are absent for short periods of time
- Engage, and with the support of the Human Resources Manager and Deputy Principal – Professional Culture induct Casual Relieving Teachers
- Monitor the associated budget for Casual Relieving Teachers
- Prepare the yard duty roster
- Make the decision to move to a Wet Day Program when appropriate
- Lead the management of the application process for incursions, excursions, guest presenters, and campus based professional learning, including ensuring the provision of appropriate risk management documentation, in collaboration with the Campus Leadership Team
- Keep stakeholders such as School Crossing Supervisors and the Canteen informed about changes to the daily timetable
- Prepare rosters for staffing matters including detention and events such as Marymede Day and assessment events
- Actively support other staff to help them organise their events efficiently and safely
- Lead the implementation of the College photographs for students and staff
- Coordinate the logistics for Campus events including the transport of students to and from Campus Athletics and Swimming Carnivals
- Provide administrative support to Campus leaders as directed by the Deputy Principal – Head of Campus
- Support the Deputy Principal - Professional Culture with the implementation of some elements of College compliance
- Foster the culture of Child Safety at the College
- Support College community engagement functions
- Complete operational and administrative responsibilities including assisting with the preparation and monitoring of relevant budgets, resource development and contributing to the development of the College calendar
- Other duties as outlined by the Principal consistent with the skills and experience required for this position

Key selection criteria

- Possess the skills, experience and qualifications to perform the duties and responsibilities of the position
- Ability to strategically and practically lead the operations of the Campus
- Ability to plan effectively, manage competing priorities and meet timelines
- Excellent interpersonal, communication and negotiation skills
- Proven experience to use digital technology accurately and effectively
- Ability to handle sensitive and confidential information appropriately
- Clear and effective written and verbal communication skills
- A flexible and adaptable approach to work, with the ability to take ownership of tasks
- Ability to deliver continuous improvement and streamline task to achieve efficiency
- Ability to work autonomously as well as part of a team
- Ability to have a positive influence on the culture of the College through an innovative, collaborative and curious disposition
- Strong skills in using the Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Teams)
- Ability to contribute to the broad strategic intent of the College
- Ability to set and monitor high standards
- Proven experience in building capacity in others, and working as part of team
- Commitment to supporting the Catholic identity and mission of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices
- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedures

Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance, and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

Position description updated:

November 2025