

HEAD OF CAMPUS LOGISTICS

Commencement Date	July 2021
Status	Part time (3-year contract position)
Employment Fraction	0.875 FTE (37.5 hours per week – academic weeks plus 4 additional week)
Position Reporting to	Business Manager – all areas of responsibility other than timetable Head of Senior School – timetable component of role
Immediate Colleagues	Property & Facility Manager Risk & Compliance Officer EA to the Principal PA to Business Manager and Heads of School Director of Communications & Marketing e-Learning Team

The School:

Wilderness School is a non-denominational girls school educating students from Early Learning through to Year 12. Since 1884, Wilderness School has prepared girls to be adventurous, courageous, responsible and respectful learners and leaders. The legacy of our Founders, the Misses Brown, continues today and is a rich and integral part of our School culture.

Staff members at Wilderness School are required to uphold the Values and the reputation of the School and community. Staff members are expected to show a commitment to:

- Conducting their relationships with respect and kindness;
- Demonstrating high behavioural, moral, ethical and professional work standards;
- Working together to successfully manage change.

Role Purpose:

The Head of Campus Logistics is responsible for coordinating and supervising a variety of functions undertaken as part of the day-to-day operations of the School. Working closely with key staff members, the Head of Campus Logistics has responsibility for managing and approving all School Calendar entries, booking and managing classrooms and shared spaces, assisting the Head of Senior School with timetable data entry and managing School Event bookings, ensuring the effective running of school events from conception to completion.

Liaising with the Business Manager, the Head of Campus Logistics will also oversee the management of facility hire, including the preparation of agreements, and coordinating with external stakeholders such as cleaners and security, as required.

Key Areas of Responsibilities:

School Calendar

- Generate and maintain the School annual calendar of events and student activities, including the extra curricular calendar.
- Monitor the workflow of School events and activities, with particular regard to clashes and conflicting priorities and resolve.
- Re-allocate teaching spaces due to room clashes and timetable changes.
- Booking all buses required for excursions.
- Liaise with the Property and Facility Manager to ensure all events allow sufficient room set-up and pack-down time and equipment allocation.
- Chair and organise weekly meetings of key stakeholders.
- Develop and implement strategies to ensure the smooth running of the School, particularly regarding room allocations, excursions and activities.
- Facilitate procedures and processes that ensure collaboration and transparency in the development of the School calendar.

Events

- Set up and manage all School Trybooking events involving ticket purchases.
- Attend major school events (greater than 100 attendees) to ensure the smooth operation of the event and lock up after event. Identify improvements.
- Work with event owners and be responsible for the the hiring/co-ordination of all elements required for a successful event outcome (i.e. room booking, co-ordinate catering, ICT, security, risk, cleaning, maintenance).
- Manage the logistics of major/high profile/whole school events, including those held offsite, such as Valedictory Dinner, Advent Service, Student Immunisations, Photo Days, Parent Teacher Interviews, NAPLAN and Examinations.
- Provide event coordination expertise to event owners and stakeholders offering advice and suggestions for continuous improvement.
- Facilitate post-event debrief meeting with event owners and stakeholders to identify areas for improvement.

Timetable (in liaison with the Timetabler)

- Undertake data input for the School timetable using Edval.
- Assist the Timetabler with timetable preparations using the appropriate software systems.
- Generate exam timetables.
- Update grids with student rotations in Years 7 - 10.
- Assist the Timetabler with the second semester timetable changeover.
- Allocate, in liaison with the Timetabler, teaching spaces, duty and on call rosters

Facility Hire

- Manage the use/hire of all School facilities to external parties.
- Prepare, in liaison with the Business Manager, any sub-licenses and hire agreements.

External Contractors

- Liaise with contracted cleaners and the Property and Facilities Manager to advise of important functions and events, to ensure appropriate cleaning of facilities.
- Collate weekly information regarding after hours activities and functions to provide to cleaners and security contractor.
- Meet with external suppliers for the hire/collection of hired equipment for events and their subsequent return.
- Review daily security patrol reports and advise appropriate staff of any follow up actions required (e.g. maintenance of doors/alarms, doors left unlocked).

Other Duties as Required

- Liaise with the Property and Facilities Manager and Risk and Compliance Officer regarding all identified facility requirements and risks, general cleaning not undertaken by contractor.
- Assist in evaluating the School environment and developing strategies to address issues where necessary.

Special Conditions

Some out of hours work is an essential component of this role to assist with events/functions.

This role requires ad hoc flexibility to amend start and finish times to best suit any peak demands of the School and the School community.

Qualifications / Experience:

- Appropriate qualifications and / or 5+ years suitable experience in logistics or similar role.
- Exceptional attention to detail and time management skills.
- Excellent interpersonal skills and the ability to communicate effectively to staff, parents, students and stakeholders.
- Highly developed organisational skills and the ability to meet competing deadlines.
- Proven capacity to operate both independently and as part of a team in a collaborative, professional, confident and confidential manner.
- A proactive approach with the capacity to think strategically and analytically, adding value to any project undertaken.
- The ability to maintain confidentiality, sensitivity and exceptional professionalism at all times.
- Sound ICT technology skills and experience in the suite of Microsoft software.
- Evidence of ethical behaviour in all professional duties.

The School reserves the right to modify and adjust position descriptions to meet its operational and strategic needs.

The successful applicant will be required to undergo a Working With Children Check and adhere to the School's Child Protection Policy.

ACKNOWLEDGEMENT

I have received, reviewed and fully understand the position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____