BUSINESS MANAGER - FULL TIME

Located in Bibra Lake, South of the River, Blue Gum Montessori School Inc is seeking a full time Business Manager to commence duties with effect from Monday 18 January 2010. Applications are sought from qualified individuals (tertiary studies in accounting and/or finance preferred) with demonstrated experience within the education industry in a similar role.

Purpose:
The School Business Manager is responsible for the day to day management of financial, physical and human resources of the School's operations and oversees administration of all School support activities. Responsible to the School Governing Body through the School Principal, the School Business Manager is a member of the School's Finance Committee and provides crucial input into the development of the School's business and marketing plans and reports on the School's financial performance against those plans. The School Business Manager is responsible for ensuring that the operations of the School comply with all State, Federal other Legal obligations. The School Business Manager is also responsible for administration and maintenance of the School's IT Network.

Hours of Work:

- Full time equating to a maximum of 37.5 hours to be worked Mondays to Fridays between the hours of 8.00am and 4.00pm with a half hour lunch.

Conditions of Employment:

- Conditions of Employment are based on the terms and conditions as set out in the AISWA Award for Admin and Technical Officers and the Blue Gum Montessori School Inc Staff Remuneration and Retention Policy. Remuneration is based on the Public Service Award with commencement salary based on proven qualifications and experience.

Essential Personal Attributes:

- Ability to handle confidential information sensitively
- Ability to multi task and work under pressure
- Demonstrated high standard of professionalism
- Demonstrated ability to build a collaborative administrative team
- Evidence of team leadership ability
Selection Criteria - Essential:

- Permanent Australian Residency
- Tertiary Qualification in Accounting and/or Finance
- Previous experience in a similar role
- Demonstrated ability to administer and maintain an IT Network
- Federal Police Clearance
- Working With Children

Selection Criteria - Desired:

- Understanding of Montessori Philosophy

A detailed position description can be obtained by e-mailing admin@bluegummontessori.wa.edu.au

Applications are acceptable by e-mail at admin@bluegummontessori.wa.edu.au. These should include a covering letter addressed to the School Principal.

Please ensure that applications address the essential personal attributes as well as the essential and desired selection criteria. Applications that do not address these items specifically will not be considered. Please include at least two current referees.

Previous applicants need not apply.

Closing date for Applications:

13th November 2009.