



Hoppers Crossing Secondary College

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Location No.: 01-8710

2nd December 2025

Dear Colleague,

Thank you for your interest in the **Business Manager ES1-5** position commencing **19th January 2026 at Hoppers Crossing Secondary College**.

This position has a Leave Purchase Allowance of 30 days annually.

Interested applicants who wish to apply for this position are encouraged to lodge their curriculum vitae and written selection criteria via School Jobs.

Applicants may also wish to e-mail their application to the College Principal, Rod Kendall, at rod.kendall@education.vic.gov.au

Following in this letter you will find a copy of:

1. The Role Description of a Business Manager
2. Specific Responsibilities for the position
3. Key Selection Criteria

You may also find the following documents helpful in your efforts to obtain further information about the academic culture at the college which are all located on our website at www.hopcross.vic.edu.au

1. 2024 – 2028 School Strategic Plan
2. College Student Wellbeing and Engagement Policy
3. College Teaching and Learning Framework
4. 2024 Attitudes to School Survey
5. 2024 Parent Opinion Survey
6. 2024 School Staff Survey
7. 2024 Annual Report to the Community

Applications addressing the **key selection criteria**, **a curriculum vitae** and the details of **at least three referees** should be submitted **no later than midnight on December 15th** via School Jobs or emailed directly to myself - rod.kendall@education.vic.gov.au.

If you require further information or are interested in a tour of the college, please contact the Principal on **0418 138 601** or via email: rod.kendall@education.vic.gov.au.

I wish you well in the selection process.

Yours sincerely,

Rod Kendall
Principal

ROLE DESCRIPTION:

The Business Manager will be a member of the leadership team who is accountable for the development and delivery of key services that are integral to the effective operation of a school. Provides a range of services and/or undertakes the analysis of complex problems that form part of the policy framework.

A Business Manager is an Educational Leader. A Business Manager also plans, administers and reviews the financial, accounting and administration activities within a school. A Business Manager plays a key role in the strategic development of the school and its developing environment. As an integral part of the Leadership Team a Business Manager supports the annual implementation plan by providing effective and efficient support services to the principal.

A Business Manager participates in and contributes to the development of the policy framework within the school and is a member of the Leadership Team. Within this role are several key Leadership attributes:

Organisational Leadership, a Business Manager shares a common purpose and vision of the Department, Regional and Leadership objectives within the school and its network and has vision that inspires others to action. A Business Manager ensures the smooth running of the support functions within the school environment to ensure these objectives are met.

Cultural & Wise Leadership, a Business Manager understands their local cultural diversity and seeks to ensure a supportive working environment that reflects and respects the local beliefs.

Curriculum & Pedagogical Leadership, a Business Manager ensures effective financial management to resource the curriculum that provides an optimal learning environment.

An education support class position supports the educational services being provided to students, but must not include duties of teaching as defined in clause 2.6.1 of the Education and Training Reform Act 2006 (Vic) or its successor. Supervision of students cannot be required except where it is an integral part of the employee's position or involves supervision of students individually or in small groups, in controlled circumstances, where the responsibility for students remains clearly with a teacher.

RESPONSIBILITIES:

Job Description: Responsible for all aspects of support services within a school environment. Duties may include but are not limited to the following;

Position Duties – Human Resources

- ❖ To manage, further develop and implement a range of strategies to ensure the effective administration of human resources within the school.
- ❖ To be responsible and accountable for the maintenance of human resource records within the school.
- ❖ To manage the employment process from recruitment to offer of employment.
- ❖ To distribute necessary proformas to Principals and selection panels, ensuring all necessary documentation required is received to enable the generation of Letters of Offer.
- ❖ Manage and maintain all payroll processes on eduPAY.
- ❖ Provide reports to the Principal Team from eduPAY.
- ❖ Liaise with Daily Organiser to ensure sick leave is recorded and CRT costs charged to the correct programs.
- ❖ Manage leave applications, regularly check for input errors.
- ❖ Manage the Workcover process from start to finish ensuring compliance with DET policy
- ❖ Oversee the management of local payroll, preparing and monitoring timesheets, meeting all DET, ATO and superannuation requirements.
- ❖ Develop and review guidelines for personnel procedures and internal controls.
- ❖ Management of induction programs for new education support staff in liaison with Principals.
- ❖ Management of the payroll end of year rollover.
- ❖ Provide Management advice in regard to conditions of employment and employee relations issues for all staff.

- ❖ Liaise with external contacts, in advertising positions and fielding queries from prospective candidates.
- ❖ Provide staff information in varying formats to the Principal.
- ❖ Ensure the effective professional development of Education Support staff.
- ❖ Management of ES annual staff performance review.
- ❖ Administer all aspects of Recruitment On Line.
- ❖ School Level Payroll processing management.
- ❖ Manage priorities of other ES staff.
- ❖ Merit and Equity trained for panel selection.
- ❖ Maintain WWC and VIT checklists.

Finance

- ❖ Advise the Principal and staff on school finances within DET financial regulations.
- ❖ Act as the main financial consultant and advisor to the School Council, Principal and staff.
- ❖ Prepare reports for the School Council and any appropriate committee or working party of senior staff.
- ❖ Prepare annual estimates of school expenditure, resulting in the preparation of the annual budget. Monitor expenditure monthly to ensure effective budgetary control.
- ❖ Make day to day decisions within these budgets, negotiation initially between competing claims for resources. Refer unresolved issues to the Principal.
- ❖ Devise and monitor local systems of recording and monitoring budgets, ensuring that all information is readily available through the school computer network.
- ❖ Attend meetings as required on all financial matters including convening of the School Council Accountability Sub-committee.
- ❖ Accounts receivable control, administer and manage.
- ❖ Accounts payable control, administer and manage.
- ❖ Asset Management, ensure assets are recorded according to DET policy.
- ❖ Cost analysis of all fundraising activities.
- ❖ Photocopiers, manage and re charge to appropriate departments.
- ❖ All ordering processes and procedures.
- ❖ Oversee the preparation of Profit & Loss Accounts for trading entities.
- ❖ Cost analysis of other areas such as utilities.
- ❖ Oversee the month end CASES21.
- ❖ Leasing and rental contracts, management of capital purchases.
- ❖ Management of tender processes.
- ❖ Oversee CSEF processing and management.
- ❖ Management of all Financial policy.
- ❖ Cost analysis of camps and excursions.

Student Administration

- ❖ Overall management of student attendance records.
- ❖ Overall accountability for the management of student records.
- ❖ Census, project student numbers and process.
- ❖ Oversee the management and processing of all student forms such as permission notes etc.
- ❖ Archiving of all school documentation.
- ❖ Oversee Student transition process-management and coordination.

General Office Duties

- ❖ Reception management.
- ❖ General Office management.
- ❖ Sick bay management.

Policy

- ❖ Assist with the organisation of school council elections.
- ❖ Prepare and present financial reports as required for the school council, finance committee, annual report.
- ❖ Draft school based policies in-line with DET requirements for review by School Council's Policy Review Sub-committee

Technology

- ❖ DET CASES21 Updates.
- ❖ Compass and CompassPay

School Council

- ❖ School Council as an elected Council member or non-voting member for the provision of financial reporting, minutes and meeting organisation.

Performance Criteria

- ❖ Substantial experience within the management of support services of a large organisation.
- ❖ Proven ability to lead support services within a global environment.
- ❖ Substantial experience in project management and successful implementation of strategic goals.
- ❖ Experience of strategic management and planning.
- ❖ Completion of tasks in an accurate, time efficient manner.
- ❖ Excellent customer service skills in order to communicate with all stakeholders within the community including parents/carers, teachers, students, the Principal class.
- ❖ Ability to work under pressure in order to meet deadlines.
- ❖ Excellent organisational and interpersonal skills.
- ❖ Ability to work independently with confidence and initiative.
- ❖ Excellent oral and written communication skills.
- ❖ Ability to work as part of a team and contribute towards achieving the goals and objectives of the school.
- ❖ Highly skilled in CASES 21 Administration & Finance, Edupay, Recruitment on Line, SRP, Compass and Compass Pay.
- ❖ Be skilled in Microsoft packages (Outlook, Word, Excel, Power-point).
- ❖ Be able to maintain strict confidentiality at all times.
- ❖ Undertake any other duties as designated by the Principal in line with the role.

This job description sets out the major duties and other tasks associated with the stated purpose of the job. Other duties of a similar nature and/or level undertaken within the School are not excluded simply because they are not itemised.

The duties could vary from time to time resulting from new legislation, change in technology or policy changes and in this case appropriate training may be given to undertake this new/varied role.

KEY SELECTION CRITERIA:

SC1 Demonstrated knowledge of DET operating systems, including Cases21 Finance and Administration, SRP, Asset Management, ROL, EduPay, Compass, PPP and other relevant administrative processes, policies and guidelines.

SC2 Capacity to monitor and maintain the Student Resource Package (SRP) and associated online planner, provide high level advice to the College Principal on Finance, Human Resources and Workforce Planning matters and the ability to maintain and monitor the annual program budget.

SC3 Demonstrated high level capacity to lead Education Support staff, and take responsibility for the management of their work, professional development and review processes as required.

SC4 Demonstrated ability to work independently, flexibly and constructively in a team, within a busy environment to ensure continuous and efficient operation and work proactively to enhance work systems and practices.

SC5 High level written and verbal communication and interpersonal skills, including the ability to communicate effectively with all members of the school community including students, parents and staff as well as a demonstrated ability to work effectively and proactively with outside organisations and all members of the school community taking into account their individual needs and circumstances.

SC6 A commitment to professionalism and professional development with a willingness to engage with broader networks and undertake professional development to ensure an ongoing high level of service is provided to the school.

CHILD SAFE STANDARDS

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at <http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>