



**BUSINESS MANAGER  
APPLICANT PACKAGE**

## Acknowledgement of Country

*Linuwel ngarralbaa marrungbu Wonnarua guridjar barray ngarra-baryn  
Nyiirun marrungbu yii barra-marrung guri guba barrayba ngularu-bang  
Nyiirun marrungbu gurila bangay butunga ngarraba djuya barray guwiyn-baa  
Ginyaang-djukal nguka ngarraba gatha nyiirunang.*

Linuwel Steiner School respectfully acknowledges the Wonnarua people as the traditional custodians of the land upon which our school lives.

We acknowledge that this beautiful country has been cared for by the Aboriginal and Torres Strait Islander peoples for over 60 thousand years, living in harmony with nature.

We give thanks to Elders past, present and future for sharing, through stories, their spiritual knowledge and wisdom of this land and her sacred places. It is a blessing to learn, share and grow together.

## Linuwel Steiner School Vision

Our vision is a school that provides a contemporary, relevant education that empowers students to meet their destiny with certainty through a sense of connection to place and community, self-knowledge, courage, compassion, and creativity.

The aim of the educational experience at Linuwel Steiner School is to develop empathetic individuals who can contribute with purpose and direction to the renewal of the world for the betterment of all.



# WELCOME

Thank you for your interest in the position of Business Manager at Linuwel Steiner School. The position offered is a full-time permanent role, commencing May 2025 subject to the availability of the preferred candidate.

In this application package, you will find information on our school, including the vision to which all shared endeavour is oriented.

You will also find information on responsibilities associated with the role, as well as information on how to apply.

Once you have read the application package carefully, you are most welcome to contact me if you have questions about the role.

*Abigail Sawyer*

*Head of School*



# HOW TO APPLY

To apply for this role, applicants are to provide:

1. A cover letter (no more than 1 page) explaining why you consider yourself suited to the role and what has drawn you to apply.
2. A current Curriculum Vitae, outlining your qualifications and work experience.
3. Contact details for three referees, one of whom must be your current supervisor.
4. Statement in response to key responsibility areas (no more than 1 page per responsibility area, 5 pages total).

**Applications should be converted into a single PDF document, then forwarded to the Head of School [abigail.sawyer@linuwel.nsw.edu.au](mailto:abigail.sawyer@linuwel.nsw.edu.au) by 5.00pm Monday 7<sup>th</sup> April.**

**Please name the subject of your email “Confidential\_Application Linuwel Business Manager”.**

Applications will be assessed based on merit. Short-listed applicants will be contacted by email or phone to negotiate a suitable time for an interview (face-to-face or online).

## Tips for presenting your best case

In your cover letter, refer to the skills and experience that align with those listed in the role description.

In your statement in respect to the five key responsibility areas, describe your skills and attributes, giving concrete examples of how those skills and attributes have enabled positive outcomes.



# ROLE DESCRIPTION

The Business Manager is a senior leadership position within the school and is a member of the School Executive Team. The Business Manager also collaborates with the *Finance Advice to the Board Committee* (FAB) upon request in an advisory capacity.

The school requires a strategic and well-managed approach to its day-to-day administrative, facilities and financial activities that is flexible and responsive to changing needs. In addition, a strategic approach is required in relation to identifying and implementing the means to generate both consistent funding and operating surplus as well as fostering the school's asset base.

The Business Manager is appointed by the Head of School in conjunction with the School Board of Directors. The Business Manager is responsible for leading and managing school administration, facilities and finance to support operational management from the Head of School. As a senior leader, the Business Manager is expected to demonstrate visible and strategic leadership, engaging fully in the life of the school and ensuring the effective and efficient use of school resources in support of the school's vision, values and ethos.

By fostering strong relationships with internal and external stakeholders, the Business Manager ensures the school's financial viability through effective and ethical business management strategies. This includes overseeing the school's assets, cash base, and managing a Board-approved budget to fund daily operations and future development.

Collaboration with the School Executive Team is crucial. The Business Manager leads and manages administration and facilities staff, supporting the school's educational function through administration, procurement, finance, payroll, contract management, facilities and maintenance, WHS, human resource management, compliance, risk, communications, enrolments, and fundraising.

Given the broad and strategic nature of this role, the Business Manager must manage time and resources effectively to meet deadlines and achieve favourable outcomes for the school

## Hours of duty

38 hours per week. A typical work day is 8.00am to 4.00pm on-site (with 24 minute unpaid lunch break), with potential for hybrid/Work from Home arrangements as negotiated with the Head of School.

Please note that there will be occasional duties outside these hours, such as attendance at Board Meetings, professional development events, community festivals and events, and security/emergency call-outs.



## Remuneration

\$120-\$140K plus superannuation, negotiable based on skills and experience and with scheduled increments dependent on performance.

## Probation

The position will be subject to a six-month probation period.

## Skills and experience

- Bachelor of Business/Management, Accounting, Commerce, Economics or equivalent study/experience.
- Extensive experience in financial management with preferred (though not essential) attainment of Certified Practising Accountant or Chartered Accountant.
- Strong knowledge of governance principles, including financial management, technology management and continuous quality improvement.
- Demonstrated business acumen.
- Solid leadership and emotional intelligence, with an understanding of a servant leadership and the principles of Steiner education.
- Demonstrated ability to develop and maintain effective relationships with key stakeholders, and highly developed negotiation and strategic relationship management skills.
- Demonstrated ability to engage and inspire and help form agile and capable teams.
- Ability to identify opportunities for change and lead improvement initiatives.
- Highly developed communication skills, both written and verbal, including an ability to prepare high level reports and recommendations to the Senior Leadership Team and Board.
- An ability to manage a multitude of complex tasks and projects simultaneously.



# ABOUT LINUWEL

Linuwel Steiner School draws upon Steiner's picture of human development to design and deliver educational programs to approximately 260 children and young people in Preschool, Primary and High School realms.

To maintain registration in New South Wales, the school complies with regulatory requirements as determined and administered by the New South Wales Education Standards Authority (NESA). The school enjoys strong relationships with colleague Steiner schools Australia-wide, with the Business Manager, Head of School and other members of the leadership team engaging in professional development and networking activities nation-wide.

Steiner schools are not part of a system, so each school develops its own policies and systems of accounting, benefiting from the advice of professional associations, namely Steiner Education Australia and the Association of Independent Schools NSW.

Curriculum delivery is as per NSW NESA syllabuses, in relationship with the Australian Steiner Curriculum Framework. The school also delivers a rich and nourishing program of Outdoor Education, including bi-annual class camps and frequent excursions.

## **The current moment**

Along with our School Board, our school leadership team seeks to provide the groundwork for a prosperous future, revitalising and further developing school facilities, optimising enrolments and strengthening the financial health of the school.

Significant capital works are within forthcoming plans. The ideal candidate will possess the skills and experience necessary to effectively translate vision statements into actionable strategies, creating financial models, budgets and project plans to inform and enable long and short-term planning.



# KEY RESPONSIBILITIES

## **Leadership and strategy**

- Develop and guide a multi-disciplinary team (approximately 5FTE) to enable effective and timely management of school business operations.
- Encourage and enable initiative and autonomy of individuals and teams through establishment of clear policies and procedures and sound budgeting practices.
- Utilise highly developed interpersonal and communication skills to build partnership with stakeholder groups (parents, staff, community members, external providers), enable conflict resolution and build harmony.
- Participate in school strategic planning.
- Model commitment to continuous improvement and sustainable business practices.
- Delegate effectively while maintaining high-level oversight against defined performance criteria.

## **Business Operations**

- Lead effective school administration, management of risk, regulatory and compliance, Workplace Health and Safety, Information Communications Technology (ICT), procurement and human resources.
- Act as the school's authorised officer for external agencies.
- Ensure School compliance with legislation and regulations governing school operations, including timely compliance with reporting requirements. This includes all levels of government and various other authorities (e.g. ASIC, copyright agencies), excluding educational requirements.
- Ensure compliance with requirements for emergency and critical incident management, including fire systems and evacuation procedures and hold an ongoing conscious awareness of actual and potential safety concerns.
- Coordinate the reliable collection of student data and maintenance of student information systems.
- Direct and oversee strategic planning and delivery of systems and practices to ensure IT provision adequate for current and future staff and student needs and the safe and secure conduct of school business.
- Oversee enrolment planning to ensure adequacy of facilities and resources.
- Ensure effective communications and school promotion strategies are in place.
- Oversee the development and maintenance of school communication systems.
- Co-ordinate timely completion and dispatch of Board and committee papers i.e. agenda and accompanying documents sent out two weeks prior to meetings.
- Help to organise and facilitate the induction and professional development of Directors of the Board and organise Director's insurance.
- Procure advice for Directors regarding legal and regulatory requirements.



## Financial Management

- Oversee the total financial management of the school, including development and implementation of policies, procedures, systems and processes to support school business operations.
- Ensure compliance with relevant statutory, legal and reporting requirements.
- Maintain current knowledge of Commonwealth and State recurrent funding systems to optimise School income.
- In cooperation with the Head of School, to prepare annual and longer-term school budgets and financial models to support effective delivery of educational programs.
- Reporting to the Board on the financial health of the school.
- Arranging for the annual audit of the school finances as per Board instructions.
- Maintain the school's accounts, overseeing:
  - Financial strategic planning
  - Day-to-day financial management
  - Management of expenditure
  - Assessment and management of financial risk.
- Establish and maintain systems and processes to enable the timely collection of accounts and continued compliance with the school's enrolment and fees policies.
- Develop and maintain procurement systems and processes, including:
  - Systems for the approval of purchasing requests and financial expenditure
  - Competitive tender processes for delivery of School programs and services
  - Monitoring and review of financial agreements with third party providers.
- Establish and maintain robust and secure systems for financial and administrative record keeping, including timely archival of records in line with recommended retention/disposal schedules.
- Identify grant opportunities and liaise with other Executive staff and Administration Officers to prepare grant applications.
- Actively search for efficiencies to improve management of School financial resources.



## Facilities and Project Management

- Oversee facilities management, cooperating with the Facilities Manager to ensure optimal management of the school site, built environment, facilities and resources.
- Manage delivery of major projects, including programs of capital works.
- Ensure compliance with all relevant Workplace, Health and Safety requirements.
- Establish and maintain systems for the timely identification and management of facilities-related risk.
- Maintaining school's insurances, ensuring currency and adequacy in the current operating environment, including through the preparation, submission or completion of returns, claims and reviews.
- Lead management of capital works, in line with direction from the School Board and Head of School.
- Contract management, including management of variations, progress reporting and assessment of contractor performance.

## Human Resources

- Lead the school's Administration Team, including:
  - Providing direct supervision and support.
  - Establishing and maintaining protocols for regular and productive meetings.
  - Arranging professional learning and development activities for administration staff.
- Ensure the school's compliance with industrial awards, effective salary management and Industrial Relations.
- Develop and maintain systems for delivery of payroll and other staff entitlements in timely fashion as per relevant awards, including by:
  - Writing contracts of employment and ensure signed and endorsed prior to commencement of duty or a change in duties.
  - Establishing and overseeing systems and processes for the timely process of staff leave and other entitlements per the relevant award.
  - Communicate with staff about awards and entitlements.



