



Trinity Grammar School

MIND

BODY

SPIRIT

NON-ACADEMIC POSITION OPERATIONS OFFICER

PART TIME | 10-20 FLEXIBLE HOURS PER WEEK

Trinity Grammar School offers a unique leadership opportunity within our School Military Cadet program. The Operations Officer is responsible for the administrative and operational oversight of our growing Cadet Unit and will be a pivotal link between the co-curricular and academic programmes in the School.

This is an exceptional opportunity for a Military Reservist, recently retired serving member or applicant with similar experience to take on the day to day operation of the TGS Cadet Unit. The successful applicant to this post will have demonstrated skills for the delivery of a structured co-curricular programme combined with a strong commitment to education. Highly developed communication skills and the ability to work both independently and collaboratively is essential. Strong leadership skills and a documented track record of success are required as well as the ability to build networks across diverse industries. Relevant training experience or a regimental background within the military, preferably Army, is highly desirable.

General Information

Trinity Grammar School is the largest Anglican Boys' day and boarding School in NSW with an enviable reputation and tradition for serving the educational needs of boys and young men over a number of generations. The School has campuses located in Strathfield (Preparatory School), Summer Hill (Senior, Middle and Junior School) and Field Studies Centre at Woollamia. Since its founding in 1913, Trinity has forged a reputation for outstanding academic results, a caring pastoral programme and an emphasis on both traditional and community sports. Trinity has an enrolment of some 2100 boys.

The Senior School is a member of the Combined Associated Schools of New South Wales and joins in the CAS Sports competition, while the Preparatory School and Junior School are members of the Independent Primary School Heads' Association and participates in the IPSHA Sports and Cultural activities.

All members of staff are appointed by the Head Master and they are responsible to him for the overall performance of their duties. The Head Master delegates his authority to senior staff members for the effective management of the School.

Mission Statement

The mission of Trinity Grammar School is to provide a thoroughly Christian education for its boys, imparting knowledge and understanding of the world we live in, and recognising the importance of spiritual qualities in every sphere of learning and living. The School actively encourages its students to grow in wisdom and stature and in favour with God and man.

Specific Rôles/Duties/Responsibilities

In exercising this responsibility, the Operations Officer will promote and supervise an efficient Cadet programme which will effectively meet the needs of the staff and students in accordance with the Mission Statement and Statement of Educational Principles of Trinity Grammar School. The Operations Officer will be responsible to the Activities Master and the Headmaster in their duties.

1. Basic Objectives

1.1 *Oversee and implement approved Cadet Programmes to ensure the effective and successful operation of the Trinity Cadets Corp in close liaison with the Australian Army Cadets.*

1.2 Promote the development of excellence and participation in all Cadet Activities in keeping with the best traditions of the School.

1.3 Act within the spirit and broad intent of this Position Description.

2. Specific Responsibilities

2.1 Finance, Planning and Administration.

1. Co-ordinate the planning of appropriate budgets and in consultation with the Activities Master
2. Advise the Activities Master on the annual Cadet programme of activities for the School.
3. Maintain financial oversight of approved Cadet budgets through liaison with the Bursar.
4. Maintain up to date Cadet information across appropriate platforms within the school and ensure that all necessary School records of student participation are properly kept and reported on in student reports.
5. Supply the Activities Master with timely and appropriate information in respect of students qualifying for certificates, awards, colours, etc.
6. Co-ordinate with the Activities Master and the Director of Campus Administration to ensure the efficient and safe conduct of cadet activities including, but not limited to, weekly parades and lessons, ceremonial activities and the Annual Mess Dinner.
7. In consultation with Activities Master, determine the most effective deployment of allocated staff and other School resources.
8. Prepare regular reports on Cadet activities as requested by the Head Master.
9. Co-ordinate and attend students participation in Cadet camps, activities and programmes.
10. Liaise with appropriate staff to ensure maximum positive exposure of the School's Cadets activities in the media.

2.2 Academic and Spiritual

1. Encourage staff and student behaviour consistent with Christian philosophy and teaching.

2.3 Personnel and Establishment

1. Where appropriate, make recommendations regarding the appointment of staff to senior positions of responsibility in the Cadet Unit.

2.4 Public Image and Development

1. Maintain effective communication with the School community with formal auxiliary bodies and informal contacts.
2. Maintain a high profile in support of public and special functions.

2.5 Authorities (delegated by the Head Master)

1. Is empowered to seek and insist upon parental permission or agreement for any activities involving students, either on campus or elsewhere, when prudence suggests the necessity for such action to protect the School staff or other students from any and all claims or action.

2.6 Measures of Performance

1. Ensures high standards consistent with individual students' abilities in the area of Cadet activities.
2. Contributes to a good public image of the School by maintaining high standards in all Cadet activities ensuring appropriate safety and WHS standards are maintained.

- > **All applications must be made on our standard application form** (please see instructions below).
- > Applications not made on our standard form will not be considered.
- > Applications will close when a suitable applicant is found.
- > No agencies please.

[Click here to complete an application form](#)

