



**EMMANUEL  
ANGLICAN  
COLLEGE**

*Learning ~ Living ~ Leading*

## Director of College Administration

### Essential Criteria

- Capacity and desire to contribute to the ethos of Emmanuel Anglican College
- Passionate and experienced educator with an understanding of how students learn and effective classroom practice
- Extensive knowledge of the Australian National Curriculum and all NESA requirements including those relating to Registration and Accreditation
- A holistic and panoramic understanding of school operation and the ability to develop and manage policy, procedure, programs and schedules to ensure the calm and efficient operation of the College
- Outstanding communicative, organisational and administrative skills and a demonstrated ability to develop and manage policies, systems and procedures
- Demonstrated capacity to contribute effectively to the development, implementation and maintenance of the College timetable
- Experience and demonstrated competence in the use of timetabling software and a student administration database (knowledge of Time Chart, Time Chart Extra and TASS would be an advantage)
- Highly developed capacity to effectively lead a team and to promote professional growth and school improvement

**An application letter, including responses to the essential criteria, Curriculum Vitae and details of 3 referees is required to the Principal by Tuesday September 12, 2017**

**Interviews will be held on Monday 18 September**