

Executive Director (Operations)

Applications for this position close: 9.00am, Monday 15 March 2021

- Five-year contract position to start as soon as possible
- Senior leadership role as part of the School's Executive
- Professional and supportive environment

Who we are

As Canberra's most established girls' school in the heart of the city, Canberra Girls Grammar School (CGGS) is an Anglican independent school with a proud reputation as a leader in girls' education. At CGGS we develop young women of character, who are active global citizens equipped with the skills and ability to make a difference in the world. This is your opportunity to join our committed, innovative and supportive team in a school driven by excellence.

The Role

The Executive Director (Operations) is one of six Executive members at Canberra Girls Grammar School and is a role that reflects the strategic direction of the school, leading the Strategic Principle, *Connecting with the World*. Reporting directly to the Principal, the Executive Director (Operations) functions within the Executive as a custodian of school culture, standards and traditions. The role works closely with all areas of the school and its community to ensure the student experience is of the highest standard and key events and ceremonies are preserved and honoured appropriately.

As an essential advisor to students, parents and staff, exemplifying and modelling good judgement, tact and discretion, the Executive Director (Operations) will have a vision of excellence in their key areas, and will lead the school in building and maintaining a positive, achievement orientated school culture and spirit that enables our students to succeed.

The Executive Director (Operations) will support the mentoring of student progress across the school and will support a wide array of student activities while also working with staff in the achievement of these goals. Building on a vibrant and challenging environment full of opportunities for the students, this role will be active in the wider community to promote and develop key relationships for the school.

This senior leadership position will commence on 19 April 2021 or as soon as possible and is a five-year contract position with a possible extension.

Suitability

Candidates should hold appropriate undergraduate qualifications for a teaching and leadership position. Postgraduate qualifications will be highly regarded. Candidates are expected to possess a deep understanding of current educational trends and factors that impact adolescent girls learning.

Previous experience in a senior leadership role in a school and demonstrated knowledge of legislation, compliance, policies and procedures relevant to this position is required.

Candidates must have a current WWVP and registration with the ACT Teacher Quality Institute (or ability to obtain this registration) prior to the commencement of their employment.

Applications

Further information, including the position description can be found on the School's website <https://employment.cggs.act.edu.au/>.

Applications should be made via the online application form on the Employment page of our website <https://employment.cggs.act.edu.au/>. Applications should include a current resume and short cover letter. Please ensure you upload your documents as PDF files.

Queries regarding this position should be directed via email to employment@cggs.act.edu.au. Please note that applications cannot be accepted via the employment email address.