



MACQUARIE
ANGLICAN GRAMMAR SCHOOL

Position Description

Position Title

Risk & Compliance / Facilities Administrator

Group:

PAOS

Supervisor:

Business Manager

Date of Review:

October 2027

About Macquarie

Established in 2001, Macquarie is a thriving Pre-Kindergarten to Year 12 Day and Boarding Co-Educational School with a current student population of 740. As one of 18 schools within the Sydney Anglican Schools Corporation, we create a Christian educational environment that integrates faith, learning, and service, guided by the principles and values of the Anglican Church.

Our mission is to develop resilient young people who make a difference through a high-quality, affordable, Christ-centred education. Our values encompass Faith, Community, Character, and Excellence, and we value our shared Christian faith, a culture of lifelong learning, an inclusive and respectful community, and our deep connection to the Central West.

Macquarie staff are our greatest asset, with high-quality teaching and stable staffing in our school. We prioritise investment in their professional development and well-being. Through regular reflection and evaluation, we build capacity in future leaders, supporting teachers in their career growth.

We have high expectations around our learning culture, behaviour, and attendance. A growth mindset, and openness to new experiences are the norm. We encourage students to strive to be their best selves, every day. We recognise and celebrate their achievements. Students proudly wear uniforms and expectations around behaviour are clear.

Macquarie boasts a rich co-curricular offering in the domains of Sports, Arts, Academics, Agriculture and Service. Our Outdoor Education program is outstanding, with students in Years 3 to 12 participating in annual experiences in the great outdoors that challenge them and allow them to experience God's world beyond Dubbo.

Teaching and Learning

At Macquarie Teaching and Learning is designed to cultivate students' independence as learners, fostering habits that enhance their engagement and equipping them with strategies to become more effective learners. Our goal is for teachers in every classroom to impart subject-specific content and nurture lifelong learners' habits and character traits. Through this approach, students at Macquarie will develop a 'Learning Mind.'

The framework is inspired by Guy Claxton's Building Learning Power Approach, rooted in science and research. It emphasises the development of four key learning dispositions, known as the four R's: Resilient, Resourceful, Relational, and Reflective. Each disposition is further divided into specific 'learning muscles' that can be strengthened through targeted teaching and learning activities.

Key Principles

Encourages Continuous Improvement: Both teachers and students are motivated to become better learners.

Embraces Challenges: Students learn to tackle challenges without the fear of failure.

Structured Learning: Learning is broken into manageable chunks to facilitate understanding.

Builds Confidence: Students gain confidence in their learning abilities.

Integrated Approach: The framework is embedded in all aspects of learning.

Develop Lifelong Skills: Students acquire skills that will benefit them throughout their lives.

Common Language of Learning: Provides a shared vocabulary for students to comprehend and discuss the learning process.



Role Summary

The Risk & Compliance / Facilities Administrator supports the effective management of organisational risk, compliance obligations, workplace health and safety requirements, and facility operations. The role ensures systems, processes, records, and facilities are maintained to support a safe, compliant, efficient, and well-managed environment for staff, students, visitors, and contractors.

This position is five (5) days per week, 8.30am - 4.30pm. An understanding is required that the role will require additional hours, including attendance at staff meetings, facilitating contractors and other after hour events (with notice).

The position requires the interaction with students, staff, parents and contractors to the School in a professional, timely and courteous manner.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this position.

Key Roles and Responsibilities

The Risk & Compliance / Facilities Administrator provides operational support for the Day School and the Boarding campus.

This position is required to maintain effective communication channels and information management with the wider School community.

The Risk & Compliance / Facilities Administrator will work in cooperation with the Business Manager to serve the best interests of the School and its students.

The Risk & Compliance / Facilities Administrator will report directly to the Business Manager.

Skills & Knowledge

- Actively support the mission of the School, as a member of the *Anglican Schools Corporation*, through your professional and personal example both in and out of the School
- Be well presented, well spoken, and an ambassador for the School through your personal demeanour
- Comply with all Child Protection legislation
- Maintain the strictest confidence in dealings with staff, parents, and the wider community in relation to sensitive and confidential issues from the Principal and other School Leadership Staff

KEY ACCOUNTABILITIES:

An overview of responsibilities include:

Risk Management & Compliance

- Maintain and monitor the Schools risk management framework and risk registers
- Coordinate and maintain compliance registers, policies, procedures, and supporting documentation
- Support compliance in line with relevant legislation, standards, and regulatory requirements
- Monitor compliance deadlines and reporting obligations
- Coordinate internal audits, compliance reviews, and inspections
- Assist with incident reporting, investigations, corrective actions, and follow-up activities
- Maintain records relating to governance, compliance, and risk management activities
- Provide administrative support for insurance claims and annual insurance renewals
- Prepare reports and documentation for the Executive and School Council as required
- Review policies, procedures and tools to appropriately manage risk
- Manage and maintain the School's Risk Register including the monthly report to the School Council
- Report to the Senior Executive on any changes to the School's risk profile and make recommendations in relation to risk management

- Review risk assessments for School-approved events, excursions, tours and activities in accordance with relevant legislative and compliance requirements. As part of the review, provide feedback and support as required and/or escalation to the School Executive, as appropriate
- Develop and provide training for staff as required with regards to risk management, WHS and other training need requirements
- Foster and promote a culture of risk awareness
- Advise on, develop, implement and maintain relevant policies, procedures, forms and templates, record keeping and training to ensure legislative, regulatory and registration compliance across all areas of the School. This includes, but is not limited to Child Safety, Privacy, and Complaints Handling
- Be involved in the development, implementation and management of policies and procedures for the School
- Ensure that the School is adhering to and maintaining records as per registration guidelines
- Maintenance of the PolicyConnect and internal programs as required
- Develop reports for the Executive and the School Council as required

Workplace Health & Safety (WHS)

- Assist in maintaining WHS systems and documentation
- Coordinate workplace inspections and risk assessments
- Monitor completion of corrective actions arising from incidents, audits, and inspections
- Maintain WHS records including inductions, training, incident reports, and contractor documentation
- Coordinate emergency preparedness activities, drills, and evacuation procedures
- Promote a culture of safety and risk awareness throughout the organisation
- Organise the Work Health and Safety (WHS) meetings and ensure agendas, minutes and actions are completed in a timely manner
- Ongoing review and improvement of WHS processes to achieve best practice
- Ongoing review and improvement of incident, accident, near miss, and hazard reporting processes, documentation and reporting
- Ongoing improvement and testing of the School Critical Incident and Emergency Management Plan
- Development, implementation, and maintenance of comprehensive WHS training programs including WHS induction of new staff
- Oversight of the compliance with visitor sign-in ensuring the necessary information is updated
- Ensure effective contractor compliance including induction and relevant training
- Be actively part of policy working groups, particularly with The Anglican Schools Corporation, for specific projects agreed to by the Principal that will enhance processes and ensure compliance with legislation and regulations
- Any other duties as requested by the Business Manager or Principal.

Facilities Management

- Coordinate maintenance requests and manage the maintenance tracking system
- Schedule and oversee routine, preventative, and corrective maintenance activities
- Liaise with contractors, service providers, and suppliers
- Assist the Maintenance Manager with facility projects, repairs, and improvements
- Monitor service agreements
- Coordinate building inspections and statutory compliance requirements
- Support asset management processes including asset registers and lifecycle planning
- Assist with space allocation, room setup requirements, and event support where required
- Coordinate contractor onboarding and compliance requirements
- Maintain contractor licences, insurances, certifications, and service records
- Ensure contractors adhere to organisational policies, WHS requirements, and site procedures

Administration & Reporting

- Maintain accurate records, registers, and databases
- Prepare correspondence, reports, agendas, and meeting minutes as required
- Analyse data and provide reports relating to risk, compliance, facilities, and WHS activities
- Support budget monitoring and procurement processes related to facilities management
- Develop and maintain effective administrative systems and procedures

Key Selection Criteria

1. Demonstrated well-developed interpersonal, written and verbal communication skills, with the ability to build and maintain positive relationships with staff, parents, students, contractors, regulators and external service providers.
2. Highly developed organisational and administrative skills, with proven ability to manage multiple tasks, prioritise competing deadlines and maintain accurate records in a busy school environment.
3. Demonstrated proficiency in Microsoft Office Suite, particularly Word, Excel, Outlook and database management systems.
4. Experience in maintaining and administering compliance registers, risk registers, policies, procedures, and ensuring records are accurate, current and readily accessible.
5. Demonstrated ability to identify opportunities for process improvement and implement administrative systems that enhance organisational compliance, risk management, efficiency and accountability.
6. Knowledge of, or demonstrated capacity to acquire knowledge of, legislative and regulatory requirements relevant to schools, including Work Health and Safety, Child Safe Standards, privacy legislation, and school compliance obligations.
7. Demonstrated ability to support workplace health and safety initiatives, including incident reporting, risk assessments, emergency management processes, compliance monitoring and staff training records.
8. Proven ability to maintain confidentiality, exercise discretion and manage sensitive information in accordance with privacy and organisational requirements.

9. Demonstrated ability to work both independently and collaboratively as part of a team, contributing positively to the achievement of school operational objectives.
10. Commitment to supporting the mission, values and ethos of the School, and fostering a safe, compliant and well-maintained learning environment.

Desirable Criteria

- Qualification in Business Administration, Risk Management, Compliance, Work Health and Safety, Facilities Management or a related discipline
- Experience maintaining asset registers, maintenance schedules and contractor management systems
- Understanding of Child Safe Standards and their practical application within a school environment
- Knowledge of risk management frameworks and compliance obligations
- Understanding of Workplace Health and Safety legislation

Child Safety

Macquarie Anglican Grammar School is committed to Child Safety and complies with the requirements of the Child Protection (Working with Children) Act 2012. All employees are required to comply with applicable Child Protection legislation and are responsible for ensuring that The School's Child Safe policies, procedures and programs are at the forefront of all that we do.

All staff have a responsibility to report risk of harm concerns about children and young people, within their roles, and to provide support to children and young people.

The successful applicant is required to satisfy child protection screening and adhere to the School's Child Safe Policy and Code of Conduct.

Work Health and Safety

Macquarie Anglican Grammar School is committed to Work, Health and Safety with the requirements of the Work, Health and Safety Act 2011. All employees have a Duty of Care, a responsibility to ensure that they and other people are safe in the workplace.

Employees must:

- take reasonable care for their own health and safety
- take reasonable care for the health and safety of others
- comply with any reasonable instructions, policies and procedures given by their employer and business

How to Apply

To apply, please submit:

1. Your CV
2. A completed application for Teaching Staff Application for Employment (https://www.mags.nsw.edu.au/assets/Downloads/application-for-employment-support_-_operational-staff.pdf)
3. A cover letter addressing the Position Description above

Please submit all documentation to employment@mags.nsw.edu.au. Any questions may also be directed to this email. Applications close 6 November 2026.