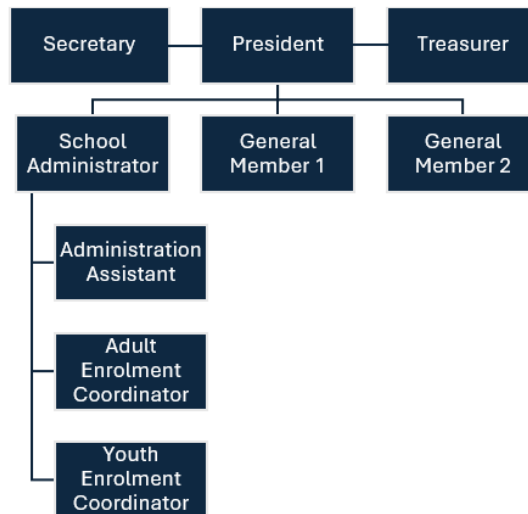


School Administrator - Position Description

Position Description	School Administrator
Reports To	BGLS Management Committee
Prepared	July 2025
Hours	3 hours per week
Position Purpose	
Reporting directly to the President and the BGLS Management Committee, the purpose of the School Administrator is to oversee operational management, staff supervision, student support, data analysis and expansion efforts of the Brisbane German Language School (BGLS). This role ensures the effective delivery of educational services, supports staff and students, and promotes the growth and development of the school.  <pre> graph TD President[President] --- Secretary[Secretary] President --- Treasurer[Treasurer] President --- SA[School Administrator] President --- GM1[General Member 1] President --- GM2[General Member 2] SA --- AA[Administration Assistant] SA --- AEC[Adult Enrolment Coordinator] SA --- YEC[Youth Enrolment Coordinator] </pre>	
Key Accountabilities	
• Operational Management: Induct and support new employees • Staff Supervision: Supervise, recruit and train employees • Student Support • Data Analysis & Process Improvement • BGLS Expansion: Increase membership and marketing • Follow and Develop Curriculum • Lead employees and collaborate with the community • Effective Communication • Ensure policy compliance • Oversee office duties	
Key Responsibilities	
Operational Management • Induction of new staff into BGLS policies and procedures; • Allocating staff to classes each term; • Cross-checking staff timesheets with the Administration Assistant each month; and • Induct new teachers for their first lesson (i.e. IT set up for their own laptops, demonstrate how to use digital coursebook and classroom technology, site induction, emergency procedures, First Aid location, etc.).	

School Administrator - Position Description

Staff Supervision

- Supervise and support Enrolment Coordinators and Teachers, including:
 - Recruitment of staff;
 - Organise and/or provide professional development for staff;
 - Implement annual mandatory training with staff; and
 - Conduct staff meetings (at least 1 per term).

Student Support

- Support teachers to assist students with their educational journey, i.e. addressing their needs and ensuring their well-being.

Data Analysis & Improvement

- Work with the Enrolment Coordinators to analyse student enrolment numbers and school operations data to identify improvement areas and implement necessary changes.

BGLS Expansion

- Scope new opportunities to increase BGLS membership (e.g., Gold Coast and Sunshine Coast areas);
- Liaise with the Marketing Coordinator to identify, plan, and implement new marketing and promotional opportunities; and
- Represent BGLS at relevant events throughout the year.

Curriculum

- Ensure that all BGLS courses are taught and adhere to the Common European Framework of Reference for Languages (CEFR);
- Further develop teaching methods in collaboration with teachers; and
- Maintain adequate teaching resources e.g. source/purchase/allocate textbooks and online textbook codes for staff and students.

Leadership & Collaboration

- Provide the level of leadership required by a person who will be regarded in the community as the “face” of the Brisbane German Language School; and
- Collaborate with the school leadership team to implement effective policies and programs.

Marketing & IT

- Work with the Marketing Coordinator to maintain BGLS’ online presence through social media platforms such as Facebook, Instagram etc.

Events Management

- Work with the Management Committee and Administration Assistant to engage Professional Services (e.g. Events Coordinator) and relevant Sub-Committees for BGLS based events such as Laternenfest, Osterfest, Weihnachtsfeier, Brisbane German Week.

Communication

- Communicate effectively with parents, students, staff, and the wider school community; and
- At the commence of each term, attend Saturday BGLS classes and respond to oral queries from students before/at break times/after classes.

School Administrator - Position Description

General Expectations	
- Manage general office duties including email correspondence, maintaining records, and schedules; - Comply with all company policies, processes, and procedures; - Willingness to embark on Professional Development, as required; - Demonstrate honesty, enthusiasm, integrity, punctuality, and reliability; and - Apply initiative and discretion.	
Quality, Safety and Environmental Control	
Policy & Compliance Update policies & ensure the school complies with all relevant educational policies and regulations, including those from governing bodies, e.g. Code of Conduct, Child Protection, Duty of Care.	
Desired Qualifications, Skills and Experience Required	
- Evidenced Tertiary qualification in education such as a Diploma of Teaching, Bachelor of Education, or equivalent; - Previous experience in a senior business role, ideally within an educational or not-for-profit setting; - Excellent leadership, communication, and interpersonal skills; - Ability to think strategically and implement innovative solutions; - Demonstrated ability to work autonomously and as part of a team; - Flexibility in the approach to managing competing timelines and tasks; - High professional standards and the ability to present a professional image of BGLS; and - Ability to actively participate in personal and professional development.	
Core Competencies	
- Must hold a valid Blue Card or Exemption Card. - Demonstrated understanding of regulatory parameters in educational and not-for-profit settings. - Ability to recruit, train, and support staff, and organise professional development. - Ability to analyse data for process improvement and scope growth opportunities. - Strong leadership and effective communication skills, with a focus on community collaboration. - Demonstrated personal attributes such as honesty, integrity, and reliability.	

Key Performance Indicators			
Area	Objective	Measure	KPI
Operational Management	<i>Overseeing daily school operations.</i>	<i>Successful implementation of courses and lessons for staff & students.</i>	<i>End of year staff and student feedback surveys.</i>
	<i>Ensure smooth induction and guidance of new employees.</i>	<i>Number of new employees successfully inducted.</i>	<i>100% of new employees are inducted within their first week.</i>
Staff Supervision	<i>Maintain a well-trained and supported team. Organise and/or provide professional development and</i>	<i>Number of professional development sessions conducted and participation in</i>	<i>At least one PD session per semester & 100% of employees complete mandatory training.</i>

School Administrator - Position Description

	<i>implement mandatory training.</i>	<i>professional development.</i>	
Curriculum Development	<i>Ensure high-quality curriculum delivery.</i>	<i>Compliance with the Common European Framework of Reference for Languages.</i>	<i>100% of courses are taught using the Common European Framework of Reference for Languages.</i>
Communication	<i>Maintain effective communication with all stakeholders.</i>	<i>Frequency of communication updates.</i>	<i>Provide monthly updates to parents, students and staff.</i>

Throughout the year, staff are invited to volunteer at BGLS events as part of fostering a strong school community e.g. Laternenfest, Weihnachtsfeier, Osterfest.