

Role Description &  
Application Process

# Operations Manager



ST LUKE'S  
COLLEGE





# Join our learning community *in Bedfordview*

## Purpose-Driven Education

### Help us shape thriving and impactful lives

At St Luke's we have more than good intentions. we have a bold, crystal clear vision for the future. We want nothing less than for every child, teacher and family to thrive - in the fullest sense of the word. We are seeking a team of world-changers to join us as we roll up our sleeves; as we journey beyond the ordinary. We are seeking people who will do what is needed and who will do what works, blending the tried and trusted with the new and promising, as we shape a generation for impact.

**We build thriving and impactful lives through:**

**Contribution:** We help every young person to discover their calling. We equip students with skills to make an impact in a 21<sup>st</sup> century world, and we teach and live a worldview that brings coherence, meaning and hope to existence.

**Connection:** We prioritise the development of social and emotional competencies, equipping students to build and maintain deep and authentic relationships with self and others.

**Potential:** We couple high expectations, high support and proven practices to help every student grow into their incredible, full potential.

**Habits:** We intentionally foster self-discipline and build habits that lead to a balanced, resilient life.





# Job *description*

## Introduction

St Luke's College is part of Thrive.Ed's family of independent schools. You can think of it as St Luke's, a Thrive.Ed school. Our Bedfordview campus is located at 19 St Georges Road, Bedfordview, Germiston. St Luke's College carries forward the legacy of the former Bishop Bavin School, now under new ownership as part of the ThriveEd group, and with a renewed vision for the future. Our historic campus has been reimaged as a dynamic, purpose-driven learning community, where students are encouraged to strive for excellence in all aspects of life. We make private education more accessible to families seeking both academic rigor and faith-based values. Our students enjoy world-class facilities and a rich experience at affordable fees.

We are seeking a capable, passionate Operations Manager with exceptional integrity to lead the development of a world-class operational and administrative backbone — building a culture of service, efficiency, and accountability, and creating systems that empower our educational team to focus on what matters most: exceptional teaching and learning.



# Job title

## Operations Manager

# Objective

Execute the Board's operational strategy; build a values-driven support culture where systems, people, and processes work seamlessly to equip students, staff and families to thrive.

# Accountable to

Executive Head

# Team

Leadership Team



# Key result areas

The successful candidate will play a key role in establishing and guiding the school's operational systems. They can expect to dedicate most of their time to building a high-functioning, scalable, and service-oriented operations environment — while also strengthening cross-functional collaboration, enabling educational excellence, and laying the foundations for long-term sustainability and growth.

## STRATEGY AND EXECUTION

- Lead the design and execution of school-wide operational strategies aligned with the school's vision
- Establish efficient systems, processes, and standards to support scalable, high-quality education delivery
- Collaborate with TESS (finance, HR, IT, facilities, marketing) to ensure aligned, effective support services
- Implement performance-driven culture within the operations team through clear KPIs and accountability
- Identify opportunities for cost optimization, and improved service delivery across all operational areas
- Ensure compliance with all relevant regulations, policies, and risk management frameworks
- Continuously assess and improve operational effectiveness using data, feedback, and reporting tools

## OUR LEARNING COMMUNITY

- Create an operational environment that enables teachers to teach and learners to thrive.
- Build a service-oriented culture within the operations team that is responsive, respectful, and solutions-focused.
- Ensure smooth delivery of all learner-facing services including admissions, events, communication, and safety.
- Support school leaders and educators by removing operational friction and enabling a strong focus on learning.
- Contribute to a positive school culture through presence, professionalism, and high standards of care.
- Lead systems that enhance parent communication, student wellbeing, and community trust.
- Promote collaboration between academic and operational teams to serve the school community holistically.
- Maintain great relationships with our parents
- Help build robust connections with, and a strong reputation for, the school within the Bedfordview community

## RESOURCE PLUS

- Oversee the efficient use and management of all non-academic resources, including facilities, supplies, and technology.
- Manage procurement processes and vendor relationships to ensure quality, cost-effectiveness, and compliance.
- Develop and maintain inventory systems for all operational and educational support resources.
- Lead campus-level financial processes, including budgeting, petty cash, and expense controls.
- Ensure the effective implementation and maintenance of all administrative and education systems (e.g. Engage, Ed-Admin).
- Coordinate maintenance, health and safety, and IT support to ensure a secure and functional learning environment.
- Support school leadership with accurate data, documentation, and reporting across operations functions.





## Remuneration

Market related and dependent on strength of the candidate.

## Location

19 St Georges Road, Bedfordview, Germiston.

## Start Date

August 2025 (possibly earlier)

## Experience

Our ideal candidate:

- Is supportive
- Operates with a strong results orientation
- Seeks multiple perspectives
- Solves problems effectively

## Qualifications & Experience

- Minimum requirement is a recognised degree in Business Administration, Operations Management, Education Management, or a related field
- Excellent reputation for integrity, professionalism, and strategic execution in complex school or organisational environments
- At least 7 years of experience in operations, administration, or business support, ideally in an education or service-focused sector
- At least 5 years of experience in a senior management or leadership role (e.g. operations lead, deputy principal, or equivalent)
- Demonstrated success in building high-performing teams, leading systems improvement, and delivering scalable operational solutions
- Honours degree or postgraduate qualification in a relevant discipline advantageous
- Registered with SACE (if holding an education qualification) or able to demonstrate strong experience in school-based operations





# How to *apply*

We follow a four-step  
appointment process.

01

Share your knowledge, skill and passion by completing our online interview questions at this link: <https://forms.office.com/r/3LH0vSiPWe> (interview takes 30 minutes)

02

We carefully review all applications. Successful candidates will receive an email with instructions on how to book an in-person interview within 8 weeks.

03

You may be required to complete work sample tests or psychometric assessments.

04

If successful, you will complete a final interview with the Board of Thrive Ed.

We regret we cannot respond to unsuccessful candidates.

If you have any questions regarding the application process, kindly reach out to us at **[apply@thriveed.co](mailto:apply@thriveed.co)**



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