Business Operations Manager (Full-time)

Permanent full-time position

- Unique executive leadership opportunity with strategic focus
- Supportive and collaborative team
- Salary packaging available

Glenaeon is an independent Steiner school offering a holistic curriculum from Pre-School to Year 12 that meets and enriches the NSW syllabus requirements.

Our educational philosophy and practices were developed by and evolves out of the work of Rudolf Steiner. Our approach to learning encourages expansive thinking, development of the living spirit and profound connection to the wisdom of the past, realities for the present and possibilities of future.

As the first Steiner School in Australia, Glenaeon has a fine heritage of pioneering work in innovative education dating back to our origins in 1957. We now educate up to 500 students from Preschool to Year 12 across three campuses at Castlecrag, Middle Cove and Willoughby on Sydney's Lower North Shore.

We are seeking an experienced and values-aligned leader to join our Executive team as **Business Operations Manager (BOM)**. This pivotal role offers the opportunity to contribute strategically to the long-term success of one of Australia's leading Steiner schools while overseeing the financial, operational, and physical foundations that support exceptional educational outcomes.

The Business Operations Manager works in close partnership with the Head of School to support Glenaeon's mission, vision and long-term strategic objectives. As a key member of the School's Executive team, the Business Operations Manager provides leadership across financial management, business planning, governance, risk, compliance, operations and facilities.

This is a broad and hands-on leadership role requiring both strategic capability and practical execution. The successful candidate will play a central role in ensuring the School's financial sustainability, operational effectiveness and continued growth while supporting the delivery of a high-quality educational environment.

The Business Operations Manager also serves as **Company Secretary**, supporting governance processes and reporting obligations.

Key responsibilities include:

- Financial planning, budgeting, forecasting and reporting
- Monitoring financial performance and providing strategic advice to the Head of School and Board

- Ensure effective controls, compliance and risk management processes
- Support long-term financial sustainability and stewardship of School resources
- Contribute to the development and delivery of the School's strategic plan
- Support governance frameworks , Board reporting and Company Secretary responsibilities
- Lead risk management, compliance and policy oversight across the School
- Provide oversight of the School's operational functions and services
- Lead the facilities management, maintenance planning and asset stewardship
- Manage contracted operational services and key supplier relationships
- Oversee the planning and delivery of major capital works projects
- Lead and support operational teams with a collaborative and service oriented approach
- Foster a culture of accountability, continuous improvement and excellence.

Essential requirements for this role:

- Tertiary qualifications in business, finance, accounting or related discipline
- Leadership experience in finance, operations, business management or related field.
- Strong financial management, budgeting and reporting expertise
- The ability to balance strategic priorities with hands-on operational delivery

Salary for this role is negotiable in accordance with experience. The successful candidate must also provide a Working with Children Clearance prior to commencing.

To enquire or apply for this position, please complete our Employment Application Form and attach a cover letter & resume, or apply via SEEK. Please contact 9932 2300 for further information or confidential discussion. Applications will be reviewed and processed as they are received.

Glenaeon is proudly a child-safe organisation.