

School Business Manager

STATEMENT OF DUTIES

AUGUST 2026

Number	Generic
Portfolio	Schools and Early Years
Branch	Schools
Section/Unit/School	As specified
Supervisor	Principal
Award	Tasmanian State Service Award
Classification	SBM Level 1 - 6
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time Up to 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave
Location	Statewide

Context

Tasmanian schools play a vital role in delivering high-quality education that supports every learner to develop the knowledge, skills, capabilities and confidence needed to thrive. Beyond academic achievement, schools foster wellbeing, inclusion, creativity and lifelong learning, enabling young people to participate positively in their communities, contribute to Tasmania's social and economic future, and reach their full potential.

Primary Purpose

Manage and co-ordinate school administrative services including those relating to the general management of financial, facility and staffing resources. Provide advice and support to the Principal and staff on the administrative management of the school, contributing to the effective delivery, development and continuous improvement of administrative services and outcomes.

Level of Responsibility/Direction and Supervision

Working with considerable independence under the overall guidance and direction of the Principal, the occupant determines administrative priorities, procedures and resource management strategies to support the effective operation of the school.

The School Business Manager will be responsible for:

- Managing the administrative, human and financial resources of the school, including responsibility for the allocated budget, financial profile and staffing resources.
- Ensuring staff engaged onsite hold and maintain all required employment checks, registrations, clearances and essential requirements applicable to their role. These may include, but are not limited to, Registration to Work with Vulnerable People, Police Record Check (Annulled or Schedule 1), Teacher Registration Board (TRB) registration, or other register checks.
- The performance management and development of school support staff and will ensure that the school is adequately resourced to deliver its services within the community.
- Maintaining a contemporary knowledge of administrative and financial standards, and policy developments.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People and Culture (P&C) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

In the delivery of the department's activities, the occupant must ensure that:

- Within the occupant's area of organisational responsibility, appropriate strategies are in place to minimise the risk of fraud; and
- Decisions and actions are made ethically and with integrity, on the basis that such is lawful and reasonable, based on an objective standard; and

- Decisions and actions promote a culture that upholds the rights of children and young people, to keep them at the centre of the Department's work and protect them from harm.

Primary Duties

1. Manage assigned non-teaching staff, including performance development and evaluation, and compliance with mandatory and role-specific training requirements.
2. Develop and maintain training and procedural documentation and coordinate professional development opportunities that strengthen workforce capability and support improved performance outcomes.
3. Coordinate the timely recruitment and engagement of school staff to maintain service continuity, ensuring that all employees hold and maintain the required employment checks, registrations, clearances and other mandatory role requirements throughout their employment with the school.
4. Manage the schools/college budget planning requirements, utilising the Agencies financial systems and programs to ensure the effective and transparent administration of financial governance processes within the allocated school.
5. Consult effectively with a wide range of stakeholders including government and non-government organisations, departmental Learning Services, school and community associations, bodies and representatives.
6. Manage, develop and provide authoritative advice on the school's administrative, human, financial and physical resources including school assets and inventory and assigned residences, split or off campus facilities.
7. Undertake the planning, research, analysis and evaluation of complex school resource management issues and, where appropriate, develop, implement and lead change initiatives to address identified issues and improve school operational outcomes.
8. Interpret and apply Government and departmental policy through the development of school-level administrative procedures and guidelines that ensure effective operational outcomes.
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
10. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and

practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Demonstrated experience managing business and administrative operations, including human resources, financial management, resource coordination and the delivery of effective operational services.
2. Demonstrated ability to lead, supervise, mentor and develop staff, fostering a positive and collaborative work environment while achieving high-quality operational outcomes.
3. Highly developed planning, research, analytical and investigative skills, with the ability to exercise sound judgement, manage competing priorities and develop practical solutions to complex issues.
4. Highly developed interpersonal, written and verbal communication skills, including the ability to build productive relationships, negotiate outcomes, resolve issues and provide professional advice to a diverse range of stakeholders.
5. Demonstrated understanding of administrative, financial and operational governance frameworks, with the ability to interpret and apply policies, lead change initiatives, drive continuous improvement and achieve results in a dynamic environment.
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

Desirable

- Qualification or studies in relevant areas e.g. human resources, business studies or accounting

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY P&C DELEGATE: 973874, Director – Recruitment Payroll Systems and Data –
09/26 - AB

Request:

Date Duties and Selection Criteria Last Reviewed: 09/26 - SW.
