

Role Description	
Role Title	Operations Coordinator – Frensham Junior School
FTE	Full-time
Reports to	Head of Frensham Schools through Head of Junior School
Commencement	Term 3, 2026 or later by negotiation

About Frensham Schools

Established in 1913, Frensham is one of Australia’s most respected boarding and day schools for girls. Frensham Junior School was founded in 1954 and is now the leading academic, co-educational primary school in the Southern Highlands. At Frensham Schools we inspire students to be critical, ethical and flexible thinkers, equipped to be future leaders in a complex and rapidly changing world.

Our passionate and dedicated staff work as a highly professional team that takes the time to consider and support each student’s individual learning, growth and development as independent, empowered young people. In a stimulating learning environment, surrounded by an abundance of natural beauty, our students are challenged and supported to develop the skills and the motivation to contribute positively to their local and global communities. They are taught to value kindness, resilience, empathy and compassion, and to carry these attributes with them for life, alongside the Schools’ core values.

Position Overview

Due to the retirement of Frensham Junior School’s long-serving Deputy, we are now seeking an experienced, highly qualified and dynamic **Operations Coordinator** to join the Frensham Schools community on a full-time basis from Term 3, 2026 or later by negotiation.

The Operations Coordinator will support the smooth daily running of the School by coordinating administrative processes, logistics, and operational tasks, and assisting with student experience. The Operations Coordinator will work closely with the Junior School Teaching and Learning Coordinator.

The role is full-time with a 0.6 Teaching/0.4 Leadership allocation. The teaching allocation is flexible depending on the candidate eg: classroom teacher, specialist subject teacher or RFF teacher.

Frensham Junior School is the co-educational primary campus of Frensham Schools. The Junior School has a highly experienced team of staff and is set on a magnificent campus of 10 acres, with outstanding specialist facilities for core and extra-curricular teaching and learning.

Teachers at Frensham Junior School are fully engaged in the individual care and educational support of students, both in and out of the classroom. They are responsible for highly developed, differentiated programs, ongoing, formative assessment and feedback and current best practice teaching and learning strategies.

Applicants should be keen to work within a progressive learning environment where latest research guides practice and connection with the wider community of the school is highly valued.

Key Responsibilities

Daily Operations & Coordination

- Coordinate the daily functioning of the Junior School, ensuring smooth routines and transitions.
- Manage timetables, calendars and staff rosters.
- Coordinate casual relief teachers and ensure continuity of care and learning when staff are absent.
- Work collaboratively with staff to anticipate operational needs and respond proactively to emerging issues throughout the school day.

Administration & School Systems

- Maintain accurate and timely information in school management systems to support processes and effective communication with families and staff.
- Support compliance and Child Safe requirements through careful documentation, risk assessments and policy updates.
- Prepare clear, professional internal and external communication that reflects the School's values and fosters positive engagement with the community.

Events and Student Experience

- Assist in planning and delivering school and community events, ensuring logistics, permissions and communication are well coordinated.
- Ensure risk assessments are completed and approved, prioritising student safety and wellbeing.
- Support teachers and leaders in organising excursions, incursions, camps, co-curricular activities, Sport and Music, contributing to rich and engaging student experiences.
- Provide operational support that enhances student wellbeing and strengthens the overall student experience.

Facilities & Resources

- Work with Frensham Schools staff teams to ensure facilities and resources are well maintained and appropriately supported across the campus.

Family & Community Interface

- Provide a warm, responsive point of contact and support for students and families.

Staff Support

- Provide day-to-day operational assistance to staff.
- Support induction processes to ensure new staff feel welcomed, prepared and connected to the School's values and expectations

Position Requirements

- Appropriate teaching qualifications with NESA accreditation to teach all primary years (K–6)
- Able to multitask and manage competing priorities
- Strong communication and interpersonal skills
- High level of discretion and professionalism
- Solid understanding of school operations and compliance
- Experience building a positive environment for children to grow and thrive
- Proven ability in working with school management systems
- Personal commitment to ongoing professional learning
- Flexibility and enthusiasm for working as part of a highly professional and motivated team
- Willingness to contribute to the full life of the School, through co-curricular involvement
- Approach of open-mindedness, collaboration, enthusiasm and optimism
- Commitment to supporting leaders and staff in the smooth running of the Junior School
- Professional commitment to the values and ethos of Frensham Schools is essential

Commencement: Term 3, 2026 or later by negotiation.

Applications: Applications [addressed to the Head of Frensham Schools, Mr Geoff Marsh] must include a statement of educational philosophy, curriculum vitae, university transcripts and the contact details of three referees.

Please email applications to hr@frensham.nsw.edu.au

Closing date for applications: Monday, 20 April 2026.

Early applications are appreciated to assist the interview process.

Further information: Call Victoria Hindmarch, +61 2 4860 2000.

All staff at Frensham Schools take an active role in ensuring our Child Protection programs, policies and processes are at the forefront of all that we do. A Working with Children Check Clearance Number must be provided to the School prior to confirmation of the appointment.