



SCOTCH
COLLEGE
ADELAIDE



CHIEF OPERATING OFFICER
Position and Role Description



Our Mission

Scotch College Adelaide is an ambitious and aspirational independent coeducational ELC - 12 school that exists to know, nurture and challenge all within its community.

We value courage, integrity, inclusivity and an unwavering focus on tomorrow in all that we do to prioritise extraordinary outcomes for the diverse student population entrusted to us. A Scotch education is grounded in a sophisticated understanding of ourselves and others; and it is our wellbeing promise that underpins our learning, character, co-curricular and service programs across ELC to Year 12.

We are, in every way, a learning institution. On fields or courts, in classrooms or labs, in offices or meeting, on the stage or behind the curtains, on one of our campuses or in the bush we learn about the world at large, our place in it, and how we can be someone who can have an impact upon its future.



Position Overview



Position name	Chief Operating Officer
Employment Status	Full time
Tenure	Permanent
Key Relationships	Reporting to the Principal , the COO is a member of the Senior Leadership Team and accountable to the Council of Governors

The Chief Operating Officer is responsible for realising the College’s strategic intent through financial analysis and management, risk and operational leadership, infrastructure development and oversight, reporting, and governance support in a diverse and ambitious organisation this position requires outstanding leadership, financial and commercial acumen, and the ability to consult, collaborate, delegate, analyse and plan in a range of contexts within our College community, including:

- Providing executive leadership of a multi-campus independent school as part of a high performing multidisciplinary team
- Collaboratively contributing to the development and implementation of the College strategic plan
- Providing effective leadership and oversight of the corporate services functions of the College, including Finance, Infrastructure, Facilities, Catering and Scotch Shop teams.
- Leading budgeting and financial management processes with the Finance Manager and the Senior leadership Team.
- Leading the delivery of infrastructure projects, refurbishment and maintenance to support the College’s educational vision and infrastructure masterplan.
- Leading enterprise privacy, risk management and compliance processes.
- As Company Secretary to the College Council, managing Council and Committee activities.



Role Description

KEY RESPONSIBILITY AREAS:

1. Leadership and Values

- Develop and execute commercial practice and strategy aligned with the College's vision and values
- Promote College culture and values, ensuring they are integrated into College practices and procedures
- Aspire and contribute to the delivery of an exceptional transformative education for young people as a member of the Senior Leadership Team
- Remain abreast of industry development and emerging best practices in educational and commercial management
- Manage, and participate in, Council and sub-committee governance

2. Strategy and Culture

- Provide strategic leadership and guidance on commercial, infrastructure, and risk matters
- Seek and implement innovative solutions in a dynamic environment to realise the College strategy
- Lead strategic and operational initiatives in conjunction with the Principal and the Senior leadership Team
- Develop and implement strategies to ensure a sustainable corporate and financial outcomes aligned to agreed targets
- Embed practices, systems and cultures that will enhance the future performance of the College
- Lead a diverse team of corporate services staff that prioritises their wellbeing, development and effectiveness

3. Financial Management

- Work with the Council Finance Sub-Committee and the Finance Manager to drive College performance through quality budgeting, KPI development, reporting, overhead management, cash flow management and end-to-end integrity and efficiency in financial processes
- Maintain a long-range financial forecast model to inform and evaluate the impact of strategic and operational decisions
- Provide guidance, visibility and reporting on the performance of College subsidiaries and associated entities.
- Maintain visibility to leadership and governance groups of key financial performance metrics
- Develop, deliver, and maintain annual operational and capital budgets



Role Description

4. Infrastructure Management

- Lead Infrastructure and Facility Maintenance functions (including projects) consistent with our strategy, masterplan and regulatory requirements
- Lead and steward major infrastructure projects within timeline and resource constraints
- Maintaining high standards of governance of projects and planning
- Lead Grounds and Maintenance teams to ensure high standards of cyclical management of existing assets

5. Risk Management

- Lead the development of risk management cultures and practices on strategic and operational levels in a manner consistent with the College Risk management
- Provide regular reports on the status of strategic and operational risks

6. Operations Management

- Lead core business units and to ensure effective processes and outcomes consistent with the College vision, including (but not exclusive to) The Scotch Shop, Catering Services, Canteen and Café Services and The Argadells property
- Manage external facilities to ensure quality outcomes for students, including (but not exclusive to) The Argadells Property, West Lakes Boat Sheds, Torrens Boat Sheds and the Kangaroo Island Property
- Management of key corporate partners and contractors to ensure high quality service provision including (but not exclusive to) cleaning, security, communications, bus services, the YMCA

7. Community Relationships

- Role model high standards of respect, service delivery, collaboration and accountability with a diverse stakeholder group
- Foster and participate in professional networks that support and inform the College's commercial acumen





Selection Criteria



POSITION REQUIREMENTS

- Relevant tertiary qualifications in business, accounting or a related area of study
- Outstanding financial acumen
- Experience in financial and operational management and leadership in a complex organisation
- A knowledge of the changing nature of independent educational environments
- An ability to lead and manage infrastructure projects
- Experience in leading and managing diverse teams
- Experience in imagining, developing, implementing and evaluating commercial strategies to achieve identified outcomes
- Highly developed interpersonal, negotiation and communication skills
- Ability to identify, balance and manage risk across an organisation
- Superior organisational ability with demonstrated self-motivation and initiative in goal-setting, prioritising work and managing multiple tasks
- High quality written and verbal communication skills
- Demonstrated commitment to continual professional and personal development
- Demonstrated personal resilience, including the ability to work in a demanding role in a fast paced environment, often outside of normal hours.
- A high degree of professional judgement and confidentiality

MANDATORY REQUIREMENTS

- A South Australian Working with Children Check
- Completion of Certificate in Reporting Abuse and Neglect – Education and Care
- Completion of a First Aid Certificate



Conditions of Employment

- All applicants must be eligible to work in Australia
- All staff must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures
- Preparedness to work flexible hours to service the College's various activities if required, recognising that the College's operations are diverse and frequently occur outside traditional work hours



Application Instructions

We ask that applicants submit the following in one PDF document directly to the Principal via principal@scotch.sa.edu.au:

- A covering letter
- A complete and current CV
- Contact details of three professional referees (Note: The College will advise applicants prior to any contact with referees)

Applicants are encouraged to contact either Trent Driver (Principal – 8274 4202 / principal@scotch.sa.edu.au) or Melissa Ciplys (Director of People and Culture – 0448 001 427 / mciplys@scotch.sa.edu.au) for a confidential discussion or to ask questions prior to submitting an application. Applications will close at 8:00am on 12 January 2026. The College reserves the right to interview and make an offer of employment prior to the closing date.



Finally

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and flexibility is required when using this position description. There will be other tasks, not described above, that may be given to the Chief Operating Officer as a member of the Senior Leadership Team from time-to-time.

All positions evolve and change over time, and the school commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants to supporting child safety and wellbeing values in practice.



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