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# Application Guidelines

## **Operations Coordinator**

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**extraordinary**



**Lutheran**  
Education  
AUSTRALIA

# Vision

Inspiring and equipping hearts, hands and minds for a world of possibilities

# Mission

We aim to provide a vibrant education, rich in opportunities, delivered within a caring, supportive environment, empowered by the love of Jesus Christ.

We seek to inspire young people to actively engage in lifelong learning, achieve their best and become global citizens who serve with an open heart.

# Motto

*Fortiter in Re,  
Suaviter in Modo*

**Firm in Principle,  
Gentle in Manner.**



# Background — The College

Concordia College has a rich history as an academic and caring school, encouraging and supporting young people to be successful, independent learners.

Our school was established in 1890 in Murtoa, Victoria as a boys' college and training ground for future pastors and teachers. Fifteen years later, it moved to Highgate, a beautiful leafy suburb just 5km southeast of Adelaide's CBD.

In 2016, Concordia College and St John's Lutheran School in Highgate, joined together as one College (ELC to Year 12). We amalgamated with St Peters Lutheran School at Blackwood, adding a third campus in January 2023.

- St Peters Campus, Blackwood – ELC to Year 6
- St John's Campus, Highgate – ELC to Year 6
- Concordia Campus, Highgate – Year 7 to Year 12

The ongoing development of the IB curriculum framework, the Australian curriculum, SACE, VET and the continuing exploration of new ways to use digital technologies in support of student learning are important components of the Strategic Plan of Concordia College. All students have access to a digital device. Current enrolment is approximately 550 students from ELC – Year 6 and 900 students from Years 7 – 12.



# The Curriculum Framework

ELC

The Early Learning Centres (ELC) provide a safe and nurturing environment and is the first step into education at Concordia College from 3 years of age.

## YEARS R – 6

The Primary Schools offer the International Baccalaureate Primary Years Programme (IB PYP). It aligns with the Australian Curriculum.

## YEARS 7-9

The Middle School has offered the International Baccalaureate Middle Years Programme (IB MYP) since 2000. It aligns with the Australian Curriculum.

YEARS 10 – 12

Students complete the South Australian Certificate of Education (SACE). VET opportunities are supported.

These curriculum frameworks all promote student-centred learning and the development of independent learning skills designed to equip young people with life-long qualities that extend beyond the classroom into the community. Many school-organised service activities support this.

# Connecting • Empowering • Challenging

# Learning Well

**Learning Intentions and Success Criteria:**  
 Clear and explicit statements relating to what students are learning, the purpose of their learning, and what achievement 'looks like'.

## Instructional Model

### Connecting Empowering Challenging

**Inquiry:** Questions and authentic provocations are used to engage students in constructing knowledge, developing skills, and applying their understanding.

## Wellbeing Model

**Wellbeing** is the **equilibrium** between the **challenges** an individual is facing, and the **resources** they have to face them.

### Resources

Academic  
Physical  
Social  
Psychological  
Spiritual

**Feedback:** Diverse, regular and timely feedback opportunities are provided for students in assisting them to understand their learning performance and the next steps in achieving progress.

### Challenges

Academic  
Physical  
Social  
Psychological  
Spiritual

### Resources

Academic  
Physical  
Social  
Psychological  
Spiritual

## School Culture

Concordia College supports an environment that encourages the growth of each individual's spiritual, intellectual, cultural, social and physical capabilities.

The heart of Concordia College is expressed in our motto; Firm in Principle, Gentle in Manner. The education and growth of the whole person is central to the purpose of the College and is realised through high expectations within a culture of openness and forgiveness in a Christian community.

Concordia College is an inspiring school environment with professional, caring teachers who provide a firm foundation for students to engage with their learning and build relationships. We believe this is vital in allowing them to strive to achieve their best. This in turn, enables students to be positive contributors to the world through service to others, both locally and globally.

## Teaching and Learning

A teacher at Concordia College provides high quality, professional, inspiring and innovative teaching within a supportive community whose principles are underpinned by the values and ethos of Lutheran education. The interface between student wellbeing and engagement in learning is recognised as a key contributor to the holistic development of our students.

Our Instructional Model has a focus on collaborative approaches to teaching and learning to enhance student education and equip them for life beyond school.

Co-curricular, extra-curricular and service opportunities provide contextual and individual experiences for students to enhance the breadth and depth of their experiences.

## Why Join Concordia College?

At Concordia College, you'll be part of a vibrant, values-driven school community that supports both your professional journey and personal wellbeing.

- **Inspiring Students**  
Be energised by curious, motivated and engaged learners who are eager to grow and thrive.
- **A Community That Cares**  
Experience the warmth of an authentic, inclusive and supportive environment made up of passionate students, dedicated families and committed staff.
- **A Team with Purpose**  
Work alongside experienced and driven professionals who share a deep commitment to delivering excellence and enriching the student experience.
- **Investing in You**  
Grow your career through generous professional learning opportunities that reflect our strong belief in lifelong development.
- **Outstanding Locations and Facilities**  
Enjoy working in beautiful settings at Highgate and Blackwood, featuring state-of-the-art sports and learning facilities.
- **Wellbeing Matters**  
We prioritise the wellbeing of our staff by fostering a culture that values a healthy approach to work and life, supports opportunities to recharge, and actively listens to and respects staff voice.

# Position Overview

## **Operations Coordinator**

**Ongoing, 37.5 hours per week, over 5 days, 44 weeks per year**

**Commencing as soon as possible**

Concordia College, Highgate, SA is seeking to appoint an Operations Coordinator.

The Operations Coordinator plays a pivotal role in supporting a safe, compliant and well-coordinated College environment from ELC to Year 12. Working closely with College leaders and administrative teams, this role monitors, documents and reports on compliance, risk management and work health and safety matters, ensuring best practice across all operational areas.

The Operations Coordinator supports safety through effective communication, WHS inductions and training, incident investigation and reporting, and by maintaining current Safety Data Sheets, Safe Operating Procedures and hazardous chemical registers. The role assists in the management of College policies, risk and compliance documentation through the Ideagen framework, supports property and maintenance systems using ASSETWHERE and MyBuildings, and works in partnership with the Operations Manager and Director of People & Culture in managing WorkCover claims.

Additional responsibilities include supporting facility hire processes, critical incident and business continuity planning, and ensuring Child Safe practices are embedded and upheld across the College.

The successful candidate will be experienced with Microsoft suite of software, ASSETWHERE and MyBuildings (desirable) and SEQTA (school student management system), with proficient written and interpersonal communication skills.

Experience working within a school context is highly desirable.



# Applications

The Role Description and Application Form for this position can be accessed on the College website, [www.concordia.sa.edu.au](http://www.concordia.sa.edu.au), under 'About' / 'Employment'. If there are any questions about the position or the application process, please contact Reception, who can put you in touch with the appropriate person.

**Applications close 9.00am Monday 16 February 2026, however applications will be considered as they are received, so please apply as soon as possible.**

Applications will be accepted via email only to [employment@concordia.sa.edu.au](mailto:employment@concordia.sa.edu.au).

Please quote "Operations Coordinator – Your Name" in the subject line of your application email.

Applications should be addressed to:

Mr Paul Weinert  
Head of College – Concordia College  
24 Winchester Street  
Highgate SA 5063

Applications should include the following:

- a completed Concordia College **Employment Application Form** (available from the College website)
- a brief **covering letter** outlining why you are interested in the opportunity to join Concordia College and how your skills and experience will meet the criteria
- an up-to-date **resume** which includes a chronological summary of qualifications and positions held
- please attach a copy of your current RRHAN-EC, WWCC, First Aid and other relevant certificates.

# Selection Process

The selection panel regards the selection process as a confidential two-way communication process involving applicants and the panel.

The selection panel reserves the right to contact relevant referees contained in the application form and any who have not been nominated by the applicant. Applications that are incomplete may not be considered further.

Applicants will be selected for interview by the selection panel based on the assessment of their written application and details included in the general application form completed by all candidates.

Applicants selected for an interview will be provided with additional information prior to the interview.

Applicants should be aware that interviews will be conducted at the Concordia College on dates to be determined by the selection panel. Interviews with interstate applicants will be conducted via video call.

In the first instance the respective merits of each of the applicants will be assessed against their written application. The interview panel will assess responses to questions asked at the interview, and performance on any other task which may form part of the selection process.

The selection process will be conducted by the selection panel with complete confidentiality.

Applicants should note that they may be required to undergo medical and/or psychological assessment prior to being appointed to the position.





## **Visit [concordia.sa.edu.au](http://concordia.sa.edu.au)**

### **Highgate and Blackwood — ELC - Year 12**

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#### **St John's Campus (ELC-Year 6)**

20 Highgate Street  
Highgate SA 5063  
t. 08 8271 4299

e. [mail@concordia.sa.edu.au](mailto:mail@concordia.sa.edu.au)  
w. [concordia.sa.edu.au](http://concordia.sa.edu.au)

CRICOS: 00360J  
CRICOS: 04084C

#### **St Peters Campus (ELC-Year 6)**

71 Cumming Street  
Blackwood SA 5051  
t. 08 8278 0800

#### **Concordia Campus (Year 7-Year 12)**

24 Winchester Street  
Highgate SA 5063  
t. 08 8272 0444