



CANDIDATE INFORMATION PACK  
**Business Manager**  
Sholem Aleichem College



# Contents

Role Summary	3
Background	4
Key Responsibilities	5
The Candidate	6
Next Steps	7
FAQs	8



# Role Summary

**Organisation:**

Sholem Aleichem College

**Job Title:**

Business Manager

**Reports to:**

The Principal

**Job Type:**

Permanent | Full-time

**Expected Salary:**

A competitive salary of \$135,000 plus superannuation is offered.

**Location:**

This role is based onsite in Melbourne

**The Business Manager will oversee:**

- Receptionist
- Enrolment Officer
- Finance Manager
- Marketing, Communications and Community Relations Manager
- HR Manager
- Accounts Manager
- Payroll Officer
- Maintenance

[The full position description can be found here.](#)

# Background Information

Sholem Aleichem College is a Jewish Primary School and Early Learning Centre located in Elsternwick. The College aims to foster a love of Jewish culture, history, festivals and traditions in a secular educational setting.

At the heart of the College is the study of Yiddish language and culture. Together with a rich secular curriculum, it strives to cultivate in students a strong Jewish and Australian identity, a sense of belonging to the worldwide Jewish community, and a commitment to the values of freedom, peace and social justice.

Sholem Aleichem College is recognised for its commitment to educational excellence, community connection and providing a secure supportive learning environment. Through strong leadership, effective governance and a culture of collaboration, the college continues to strengthen its operational capability and long-term sustainability in support of its mission and goals.

## Benefits & Culture

- Opportunity to contribute to a values-driven educational community
- Leadership role with broad organisational impact
- Collaborative and purpose-led culture
- Shape operational excellence, governance and long-term sustainability



Read more [about Sholem Aleichem College on their website](#)

Check their [ACNC profile here](#).

Access [School Performance Reports here](#).

# Key Responsibilities

Reporting to the Principal and contributing as a member of the Executive Leadership Team, you will provide strategic and operational leadership across the business services to support delivery of the strategic plan and long-term organisational objectives.

You will oversee administration, finance, human resources, marketing, communications and community relations, grant seeking, security, information technology, admissions, risk and compliance, facilities and systems. Leading a team of functional leaders and support staff, you will ensure resources are deployed effectively and services operate with a strong focus on efficiency, compliance, professionalism and continuous improvement.

You will work closely with the Principal, Executive Leadership Team and Finance Manager to strengthen governance, oversee financial sustainability, drive risk management and compliance, and ensure systems, policies and processes appropriately support operations and growth. This is a hands-on role requiring strong leadership, operational rigour and the ability to work across multiple priorities.





# The Candidate

You are currently working in business or operations, ideally within education, not-for-profit or related environments. You bring strong commercial acumen, governance capability and operational leadership experience, alongside the ability to work collaboratively with stakeholders.

You will also bring to the role:

- Demonstrated leadership experience managing multi-disciplinary teams
- Ability to develop and improve systems, policies and processes
- Strong stakeholder engagement, communication and influencing skills
- Project management experience and ability to manage competing priorities
- Commitment to child safety, organisational integrity and continuous improvement

Qualifications in business, commerce or a related discipline are essential. You may hold postgraduate qualifications, professional memberships, and have experience in a school environment. If you don't meet every requirement listed above, we encourage you to apply and share how your experience is relevant.

The College is committed to ensuring child safety, has a zero tolerance for child abuse and is committed to providing an environment that promotes the safety, wellbeing and inclusion of children and protects them from abuse, harm, neglect, and the threat of harm. The College undertakes several screening processes of applicants to ensure the appropriate protection of children in its care. This includes reference checks, qualification checks and professional registration checks. The College is an equal opportunity employer that seeks to attract, retain and develop employees regardless of religion, gender identity, ethnicity, sexual orientation, disability or age.

[To apply please follow this link to the NGO Recruitment website.](#)

# Next Steps

## Your Application:

- Please read [the complete position description](#) and [follow this link to apply online](#).
- As we have a rolling model of recruitment there is no closing date for this role, and we recommend you apply as soon as possible.
- With your application, please include your CV and a cover letter that addresses the skills required section of the advertisement.
- Receipt of your application will be acknowledged and you will receive updates as you move through the process, including if you have been selected for interview.

### **What is the close date for applications?**

As we have a rolling model of recruitment, we assess applications as they are submitted; this means that we do not recruit to closing dates and recommend you apply to the opportunity as soon as you can to ensure you don't miss out. [Please use this link to apply.](#)

### **Is my background suitable for the role?**

Our clients brief us extensively on their roles; when writing the advertisements, we take great care in outlining the brief and gaining our client's approval before publishing. When considering your experience and suitability for a role, we encourage you to have a close look at the "Key Responsibilities" page; if you identify with what's outlined, please submit your application.

We recommend thoroughly reading the "Candidate" page of this document when writing your 1-2 page cover letter, as we have included the key essential competencies of a successful candidate there.

Once candidates are shortlisted, the client or role may require a more detailed response to the selection criteria within the job description; we find this saves you time on the application process.

### **Can you tell me more about what the client is looking for?**

The best way to self-assess your suitability for the role is to [read through the full position description](#), the "Key Responsibilities" and the "Role" sections of this document.

We have in-depth discussions with any successful candidates and provide you with a full brief before any interviews you may have with our client.

### **Can you consider someone part-time?**

No, this is a full-time role.

### **Can you tell me more about the client?**

To get to know the client a better, we encourage you to [visit Sholem Aleichem College's website](#) and [explore their LinkedIn page](#).

### **When is the start date?**

Recruitment has commenced for this role, which means our client is ready to select the right person; this should happen within the coming weeks as we move through the process. Clients prefer that the successful candidate starts as soon as they have worked out their notice period, however the start date is usually able to be negotiated.

### **Location/can you consider a remote worker?**

No, this role is based in Melbourne. A remote worker is not considered.

### **Salary guide**

A competitive salary of \$135,000 plus superannuation is offered.

### **What are the key objectives for the board/future direction of the organisation / key challenges in the role / is it a newly created role / why is the position available etc.**

We will answer these sorts of questions as part of the discussion we have with the identified candidates of interest; however, we use the advertisement's tone to indicate if the client has a growth agenda or is looking for someone to bed down current programs. If it is a newly created role, we will state this within the advertisement or position description. Any research you may have done through the suggested channels above will also give you insight into the intentions for a role within their organisation.