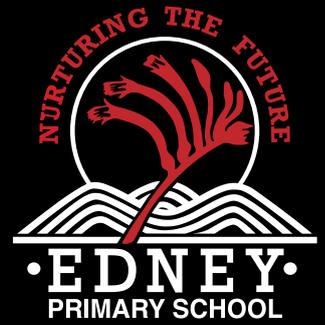


CORPORATE SERVICES OPERATIONAL PLAN

delivering Edney 2020





Children are at
the **heart** of our
school.

A SCHOOL IS NOT A BUSINESS - IT'S MUCH MORE IMPORTANT THAN THAT



While schools share similarities with businesses, we are so much more.

Children are at the heart of our school

and every decision we make is centred around this – including our corporate services.

Corporate Services consists of all functions, responsibilities and resources which are deployed in support of students. This encompasses management of our physical, financial and human resources.

Corporate services staff are those who work in support roles within the school including front office administration, cleaning, grounds, Education Assistants, Library and Aboriginal and Islander Education Officer staff.

One aspect we share with that of a business is the importance of providing a high level of service delivery, supporting and meeting the needs of students, staff and the community.

Our plan is our commitment to ensuring that the supports we provide are dedicated to ensuring the success of students and the achievement of the goals of the school plan.

DIANNE CARLSHAUSEN
MANAGER CORPORATE SERVICES



“Children are at the heart of our school.

Student support is at the heart of our work.”

The achievement of the targets in the Edney 2020 Plan will be possible only with the careful planning and placement of resources, programs and skilful staff. We ensure that children remain at the forefront of our school, and that every available support is provided to ensure their success.

The Corporate Services Team is focused on delivering in the four strategic areas of the Edney 2020 Plan:

We are EXCELLENT at Teaching & Learning

The staff of Edney Primary School display excellence in teaching and learning through a high level of professional knowledge, engagement and practice in context, to meet the needs of all students, and improve student achievement.

We are LEADERS of Innovation & Sustainability

We care for, interact with, protect and enhance our environment, creating active and considerate citizens with the necessary knowledge and skills for success in the 21st Century.

We are NURTURING the Future

We provide a seamless transition from home to school and beyond, supporting children at each stage of development, and laying strong foundations through quality Early Childhood practice.

We are BUILDING a Strong Community

We work for children, and they are at the heart of our school. Our work is done through consultation and with the support of our community.

STUDENT SUPPORT EDUCATION ASSISTANTS

01.

We will support the achievement of the Edney 2020 targets through:

Communication and Collaborative Partnerships

- High levels of attendance and engagement at staff meetings, block, learning area and committee meetings
- Maintaining high levels of communication with teaching staff
- Maintaining high levels of feedback on educational outcomes/programs
- High levels of appropriate communication and rapport building with students
- Developing positive relationships with parents and outside agencies
- Collaborative learning with other Education Assistants
- Consistent approach to behaviour management

Participating in Learning

- Seeking and participating in ongoing professional learning opportunities
- Clear understanding, purpose and process of learning outcomes
- Clear understanding of the learning process
- Collaborative approach to learning

Student Self Management

- Explicit teaching
- I Do, We Do, You Do
- Encourage independent learning
- Learning self-help in health matters
- Using social-emotional learning (SEL) resources to support student health and wellbeing
- Model appropriate behaviours
- Support cultural awareness

Supporting Students at Risk

- Simple direct English for EAL/D students
- Identification of risk factors
- Modification of educational tasks
- High levels of pastoral care: be an ear, laugh, have fun, build a nurturing culture at our school
- Maintaining a safe and comfortable space for students
- Build rapport with parents/caregivers of students to increase parent involvement

Supporting Student Behaviour

- Support the whole school approach to behaviour management
- Ensure knowledge of and, where required, have input into individual educational/behaviour plans
- Build independence skills - leading to increased resilience
- Encouragement of problem solving - role modelling
- Encouragement and recognition of positive behaviours using whole-school systems

Administrative Tasks/Managing Resources

- Maintaining ongoing anecdotal notes
- Maintaining high level communication notes with parents and outside agencies under teacher guidance
- Managing and maintaining resources in a safe, operational and fit-for-purpose state
- Providing advice on resources and strategies appropriate to the needs of the students.



02.

FINANCIAL MANAGEMENT

We will support the achievement of the Edney 2020 targets through:

- Maintenance of high quality planning and delivery of Student Centred Funding to meet the priorities as set out in Edney 2020;
- Maintaining highly skilled and qualified corporate services staff ongoing professional learning, performance management, feedback and coaching;
- Membership of Finance Staff to industry related Institutes and Associations;
- Providing quality strategic leadership to the executive team and school board, including support in interpreting reports and the cycle of financial planning, monitoring and review;
- Strategic management of school financial and physical resources;
- Developing and managing the school's financial policies to ensure best practice;
- Sourcing and implementing funding opportunities including grants and sponsorships to supplement and diversify the school's income sources and expand opportunities available to students;
- Maintaining high quality financial controls and ensuring audit compliance both through self-assessment and external verification;
- Providing high quality support to the school principal in meeting their financial accountability and compliance requirements;
- Maintaining positive connections to the Darling Range Learning Community to share knowledge and expertise; and
- High quality support to staff to ensure that all financial management processes support Department of Education policies.

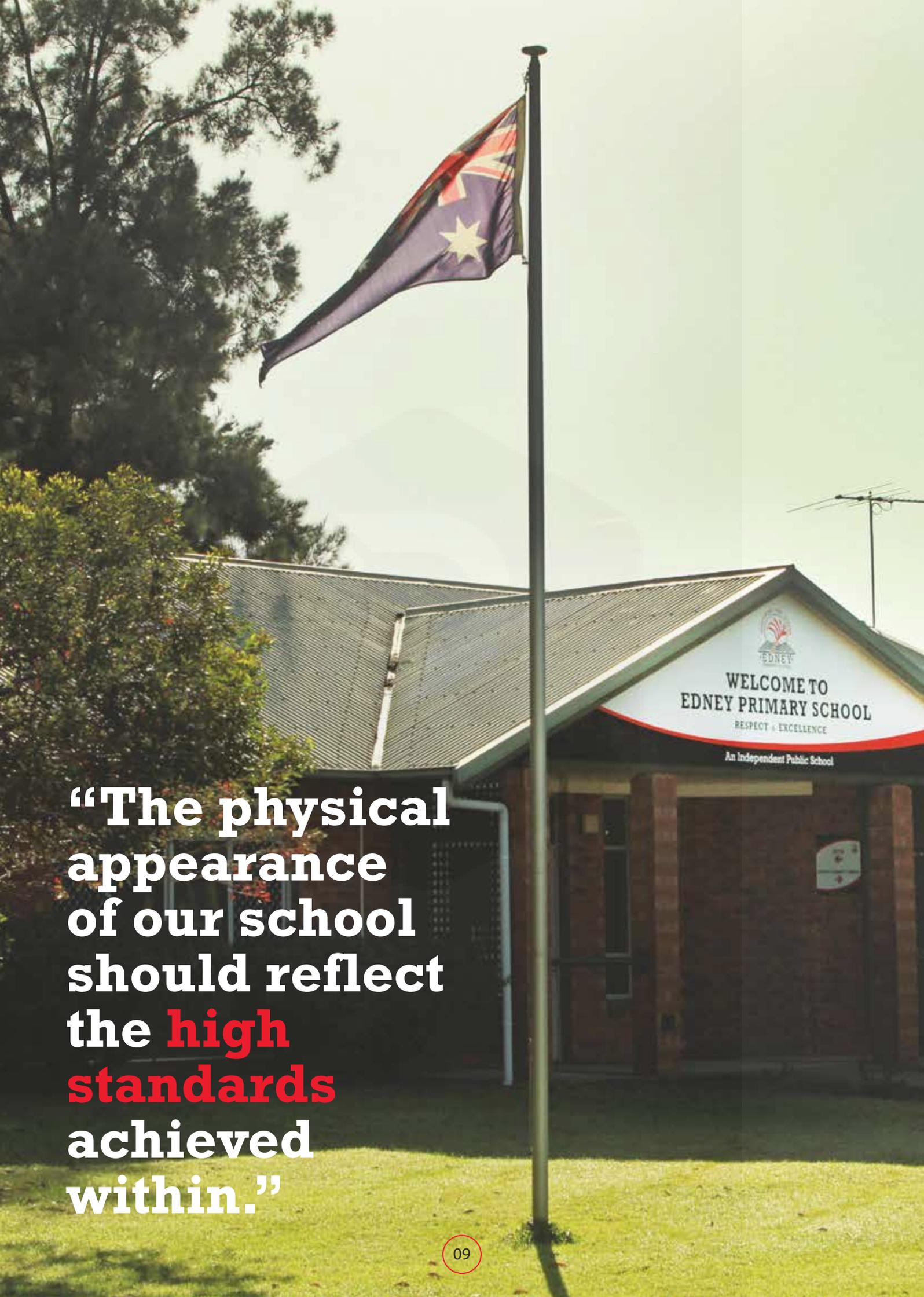
BUILDING AND ASSET MANAGEMENT

03.

We will support the achievement of the Edney 2020 targets through:

- Ensuring that asset management practices are of the highest standard, that as much as possible, the school is maintained to look as good as, or better than the day it opened;
- Ensuring our purchase and use of physical resources aligns with the school's goals for sustainability and waste reduction;
- Implementation of internal controls to manage assets and resources, including risk strategies;
- Implementation of procedures to ensure accurate resource lists and asset databases are maintained;
- Two-yearly cycles of stocktake procedures undertaken;
- Developing a facilities improvement plan;
- Maintaining strong ties with Department of Finance to maximise building improvement outcomes;
- Fostering a “whole school” approach to the ownership of ensuring that facilities are maintained to an excellent standard;
- Maintaining a quick response to reported faults;
- Maintaining strong relationships with Building, Works and Management to ensure that Edney Primary School is given priority to urgent faults; and
- Maintaining the use of school facilities for community groups in line with DOE policies.





“The physical appearance of our school should reflect the **high standards achieved within.”**



04.

MARKETING AND PUBLIC RELATIONS

We will support the achievement of the Edney 2020 targets through:

- Ensuring that frontline staff maintain the focus on “first impressions”, exemplifying the schools values of respect and excellence and demonstrating high-level interpersonal skills including understanding and empathy when dealing with students, staff and parents / community members;
- Developing and implementing a School Marketing Plan;
- Maintaining excellent customer service skills to resolve queries accurately and in a timely manner;
- The relevant use of communication and marketing strategies and techniques to promote the school;
- Maintaining and expanding the school’s communication channels, particularly our electronic systems including the School App and Website and emerging technologies to ensure clear, timely and engaging communication and interaction between the school and community;
- Ensuring the school has a social media presence to allow rapid response to low-level queries;
- Creation and dissemination of communication and marketing materials that reflect the quality of the execution and opportunities available at Edney; and
- Identification and/or creation of further opportunities to engage with our community.



We will support the achievement of the Edney 2020 targets through:

- Maintaining high level of effective customer service to members of our school community and visitors that promotes a positive image of the school;
- Implementing a welcoming, efficient and transparent enrolment process that is consistent with Department of Education policy and ensures maximum opportunity for children to enrol at Edney and have their needs met from day one of enrolment;
- Ensuring accurate input of student data into school systems;
- Ensuring screening requirements that apply to staff, visitors, volunteers and external providers are complied with at all times;
- Corporate Service Staff will maintain high levels of confidentiality and data security;
- Maintaining up to date knowledge of current legislation that impacts on administrative processes and procedures;
- Providing effective advice in the management and improvement of school operations;
- Providing advice and developing implementation of school risk and business continuity management plans and procedures; and
- Maintaining and modeling the school culture of respect and excellence.

SCHOOL AND STUDENT ADMINISTRATION

05.

GROUNDS, GARDENS AND CLEANING

06. ■

**CLEAN, INVITING, INSPIRING
A SHARED SPACE,
A PROUD PLACE.
WE'LL NEVER WALK PAST A
PIECE OF LITTER.**



We will support the achievement of the Edney 2020 targets through:

- High level maintenance of school grounds and gardens;
- Implementation of a gardening plan to improve school grounds and gardens;
- High levels of communication between cleaning and gardening staff and administrative staff to support ongoing projects;
- Providing support and training to ensure that all OHS requirements are complied with and staff safety and the safety of our grounds and equipment is of paramount concern;
- Sourcing and supporting ongoing training and development to support further improvement in the schools facilities and grounds;
- Monthly meetings with Manager of Corporate Services to discuss improvements and opportunities;
- Sustainable use of cleaning and gardening resources where appropriate;
- Attention to detail throughout all areas of the school;
- High standards of cleaning to maintain the health and safety of all in our school community;





- Routine cleaning and grounds inspections conducted in partnership with members of administration;
- Clarity of cleanliness standards with all cleaning staff;
- Recognition of cleaning and grounds staff for the important work they do;
- Identifying and recording specific roles and responsibilities for individual cleaners to assist in handover and sourcing relief staff;
- Developing extra duties lists for cleaners who finish their duties early; and
- Developing, in consultation with cleaning and grounds staff, clear guidelines and priorities for daily operations and special scheduled tasks for vacation periods.



INFORMATION AND COMMUNICATIONS TECHNOLOGY

07.

We will support the achievement of the Edney 2020 targets through:

- Ensuring continuity of business systems and network infrastructure;
- Investigating and procuring school-managed internet to expand the network capacity and stability;
- Providing on-site support for technical issues with hardware and software;
- Providing strategic advice into the research, purchase and deployment of devices and solutions that align with the educational goals of the school and the needs of the students and staff;
- Engaging and managing appropriate network partners and providers to support the school's infrastructure;
- Developing a long-term asset plan to ensure adequate financial and physical provision for replacement, substitution and augmentation of technologies;
- Identifying efficiencies within the systems;
- Maintaining the school's business operation systems and ensuring accurate data entry;
- Maintaining efficient and secure electronic filing and records of school and student data.





LIBRARY AND INFORMATION SERVICES

We will support the achievement of the Edney 2020 targets through:

- Transformation and refurbishment of the library to include more engaging and functional furniture, displays and clear and accessible organisation of resources for students and staff;
- Investment in a new cloud-based cataloguing and loan system with expanded search and location features to extend the reach of the library beyond the school;
- Providing further opportunities to integrate and explore and access information through new and emerging technologies;
- Maintaining focus on engaging, interactive, purposeful and exciting displays and activation opportunities within and beyond the library linked to texts, authors, events and student interests;
- Ensuring library collection is up to date, that obsolete titles are removed and stock replenished;
- Working with staff to identify emerging areas and links to curriculum areas in purchasing resources; and
- Further streamlining accessioning processes to ensure stock control over all resources in the school collection.

08.

We are
EDNEY

AN INDEPENDENT PUBLIC SCHOOL

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