



Dean of Administration - Senior School

The Southport School is a leading Anglican Day and Boarding School for boys situated on the banks of the Nerang River in the heart of the Gold Coast. The Southport School (TSS) has been established for over 120 years and is committed to providing excellence in leadership, learning and teaching, pastoral care, and extra-curricular endeavours within a balanced, holistic Christian environment. The School has a vibrant boarding, academic, cultural and sporting program that extends across the full year and two campuses. At TSS, our students and staff reach their full potential in a safe environment of respect, and genuine caring.

We are now recruiting for a candidate to fulfill the position of Dean of Administration to **start at the beginning of the 2025 school year**. In support of our School values of Teamwork, Scholarship and Service, we are seeking candidates who are relational in their management style, with experience in a boarding setting considered highly beneficial as would candidates who have a passion for boys' education and who understand how to engage with boys to ensure they feel valued and are encouraged to develop their academic, wellbeing, spiritual, sporting and cultural talents.

The ideal candidate will demonstrate outstanding organizational and time-management skills, with experience in Timetabling software highly desirable. The position calls for an excellent communicator, both verbal and written, who is able to engage the entire community including students, parents, alumni, and staff with a focus on optimal academic outcomes of the boys.

As a member of the Senior School Executive Leadership team, the role will work closely with the Deputy Headmaster – Head of Learning and Teaching and a team of administration officers in providing day-to-day leadership of the academic environment in the Senior School including oversight of boarding and day student academic programs, overall tone, spirit and academic diligence of the boys.

All staff at The Southport School should be supportive of the Anglican Code of Conduct and stated values and Christian Ethos of the School. Candidates must be eligible for, or hold current Queensland Teacher Registration, submit to an Anglican Diocese National Register check. Candidates will be asked to provide a recent national criminal history check.

For further information about the position, including a detailed position description and to apply, please see the [TSS website](#).

All applications must include a current CV and a 2-page statement that address the selection criteria outlined in the position description. Applications must be submitted [online](#) by **5pm Friday 26 July 2024**.

Candidates are encouraged to direct any questions about the role to Ms Kirsty Payne, People and Culture Manager either via email Kirsty.payne@tss.qld.edu.au or telephone 5531 9950.

TSS is an equal employment opportunity employer