

2026

DE LA SALLE COLLEGE MALVERN

Business Manager

Recruitment Pack



DE LA SALLE
COLLEGE – MALVERN

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Welcome

Dear Prospective Applicant,

Welcome to De La Salle College Malvern, a Catholic boys' school in the Lasallian tradition. Established in Malvern since 1912 and in the traditional words of our founder, St John Baptist de La Salle, providing a "human and Christian education" to many thousands of young men.

Our students, staff and families are proud to be part of our Lasallian community, where the inherent dignity of each student is recognised and he feels valued, safe, encouraged and there's always someone to support him. This is who we are – a community of faith, learning and relationships, where a culture and tradition of personal excellence, friendship and belonging is key. Our contemporary and relevant wellbeing structures, guidelines and processes create a community of solidarity and fraternity.

De La Salle College Malvern is a school for everyone. We understand the critical skills our young men must acquire to be creative, innovative and effective contributors in the 21st century. Students and staff operate in a collaborative environment of mutual respect, challenge and achievement.

Through their faith, academic, co-curricular and wellbeing opportunities, our students grow and contribute, graduating as compassionate and resilient young men of outstanding character, well equipped to take on the world as leaders in their chosen field.

Our College values personalised learning, with an emphasis on entrepreneurship, creativity and improvement. We are proud of our culture of interdependence among all in our school; a clear and unambiguous unity of purpose.

De La Salle College Malvern invites applications from an experienced and innovative professional to serve as Business Manager. As a key member of the Executive Team, this role requires a proactive leader who can provide sound strategic guidance and ensure effective financial management, advancing the College's mission and supporting its future growth.

We look forward to your application!

Sam Cosentino

Principal

De La Salle College Malvern *Quick facts*

Year of Establishment

1912



Tagline

His Potential, Our Commitment



Year Range

7-12



Enrolment

830 Students



Year 7

120 Students; 5 Classes



Languages

French and Italian



VCE Units 3/4 Approximately 30 VCE Studies offered, Vocational Major Internal Vet Building and Construction, Sport and Rec.



Your Professional *journey*

Our Staff are engaged under the provisions of either the Catholic Education Multi-Enterprise Agreement 2022 (CEMEA).

When you join De La Salle College Malvern, you become part of a passionate, highly skilled, and committed team of professionals, along with a supportive community that fosters both professional development and personal growth. Some of the benefits that De La Salle College staff enjoy include:

- Free onsite parking for employees
- Convenient access to public transport and key arterials
- Access to school gym
- Teaching staff are supported by a highly-skilled general staff team
- Access to a range of software and hardware resources
- Access to a range of online resources, including webinars and training modules, to assist staff with their technology-related needs.



Safety

Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing.
- Assist in the provision of a child-safe environment for students.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Occupational Health and Safety

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to. As a leader in the College, this position has particular responsibility to ensure the health and safety performance of the team.

This responsibility extends to:

- Maintaining the workplace in a safe condition and reporting any identified hazards.
- Actively promoting and implementing agreed Occupational Health and Safety procedures.
- Identifying Occupational Health and Safety training needs of both individual staff and the department as a whole.
- Ensuring that staff working in the department are aware of their own responsibilities under Occupational Health and Safety requirements.

Staff in the department are to be advised that they are to:

- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions
- Report hazards, accidents or incidents (near misses) in accordance with agreed College procedures
- Follow established safe working procedures, instructions and rules
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act
- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others
- Not willfully place at risk the health and safety of any other person in the workforce.
- The complete Occupation Health and Safety College may be viewed through accessing the College Policies on OLLIE, the College Learning Management System.



Vision and *Values*

At De La Salle College Malvern, we're not just a learning community; we embody the very essence of personal excellence. Our mission extends beyond education; we aim to ignite a passion for greatness in every student, in all facets of their lives.

Our mission is clear: to prepare our young men not only to thrive in society but to lead it. With a foundation deeply rooted in the Lasallian faith experience, we instil in our students the values of respect, inclusion, and the desire to welcome all.

Respect is at the heart of everything we do. It defines our interactions within the College and shapes our approach to the world beyond our gates. This ethos is crucial as we cultivate young minds to advance the ideals and principles of democracy – valuing elected government, the rule of law, equal rights, freedom of religion and speech, and a commitment to openness and tolerance.

Our curriculum and extracurricular programs are designed to nurture future citizens who are not only aware of their democratic rights and responsibilities but are also prepared to defend and promote them.



Education for *every student*

De La Salle College proudly upholds an academically non-selective, open enrolment policy. We provide the infrastructure, support, and technology needed for every student to achieve his personal and professional aspirations.

Mission

De La Salle College is more than a Catholic Boys' College; it's a community where students are empowered to LEARN to their fullest potential, LIVE according to Lasallian values, and LEAD with conviction and spirit.

Vision and Philosophy

Our foundation is built on over a century of tradition and innovation. We stand as a testament to Lasallian education, emphasising academic excellence, innovation, and a supportive Christian community. Here, young men are prepared for the future, discovering their potential and mission within a faith-filled environment. Our commitment extends to serving the marginalised and fostering respect for all.

Our Values

Our Lasallian ethos guides, nurtures, and challenges us, driving all our endeavours. We are a part of the global Lasallian network, striving for educational excellence that is meaningful, relevant, and creative in the 21st century. Our values are reflected in the five core principles set forth by St John Baptist de La Salle:

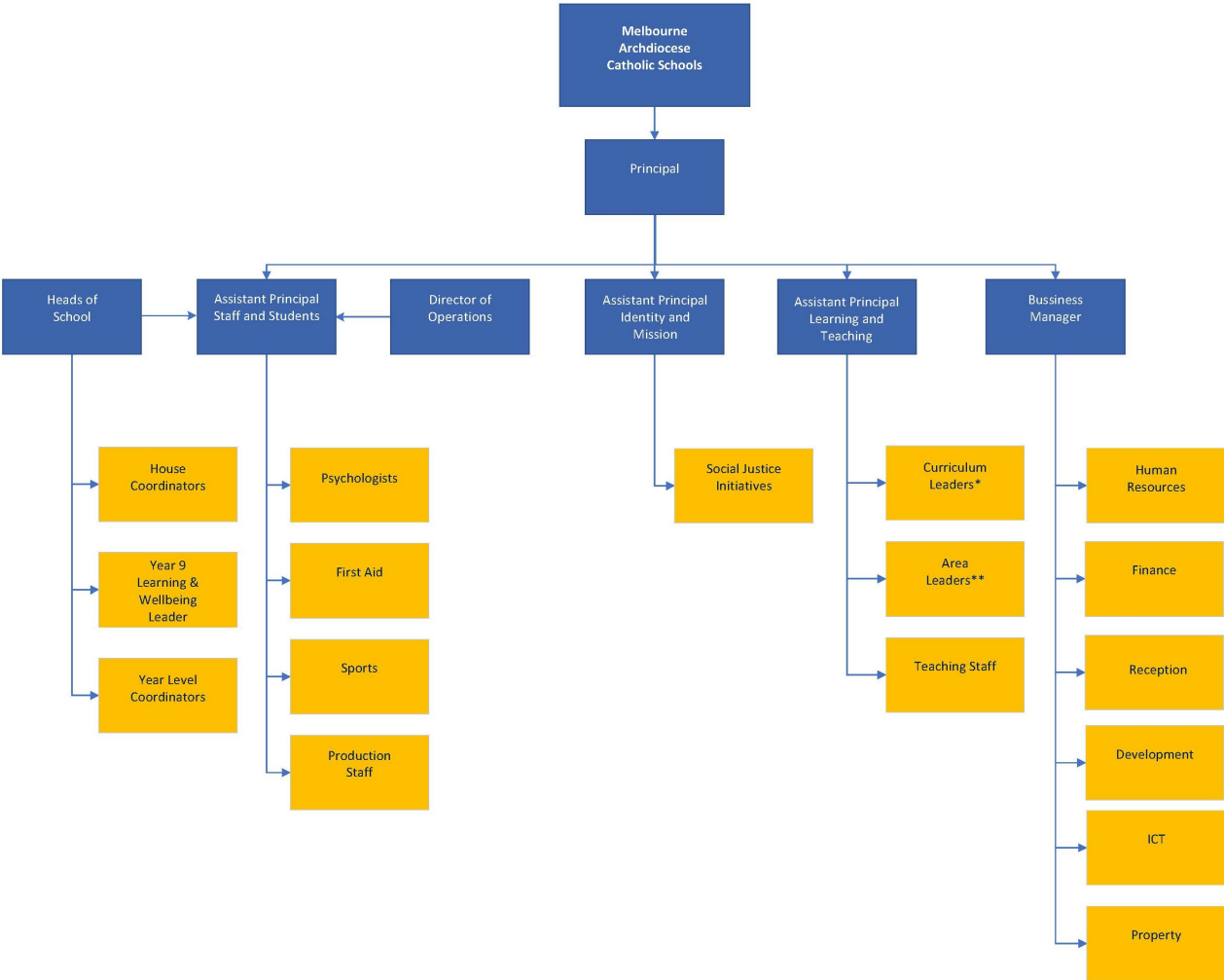
- Respect for all people: Honouring the dignity of every individual.
- Quality education: Fostering curiosity, creativity, critical thinking, and striving for excellence.
- Inclusive community: Celebrating diversity and welcoming all.
- Concern for the poor and social justice: Standing in solidarity with the marginalised and advocating for the voiceless.
- Faith in the presence of God: Recognising the living presence of God in our community and the world.

Our Team

De La Salle College takes immense pride in its highly skilled and diverse staff. Each member brings a unique blend of talent, expertise, and a rich array of experiences that greatly enrich our school.

We are blessed with an incredible team of teachers and professionals, many of whom have dedicated numerous years to De La Salle College. Their unwavering dedication and inspirational approach not only contribute to the warm, community spirit of our College but also play a pivotal role in creating a dynamic and engaging educational environment.

Our staff are continually encouraged to grow professionally, with ample opportunities for development each year. This commitment ensures that our teaching methodologies, curriculum, and operational strategies remain at the forefront of educational excellence.



* Curriculum Leaders includes Curricular and Pedagogy, Digital Learning and Innovation and Data and Progression
**Area Leaders includes, LATLs, VM/VET, Careers, Learning Diversity, Music, Library

Position Description



Position Description

Title	Business Manager
Time Fraction	Full Time 38 hours per week / 8:00am to 4:00pm
Commencement	January 2026, or by negotiation
Employment Status	Ongoing
Leave	4 weeks annual leave

De La Salle College Malvern is actively committed to fostering a community of safeguarding that recognises and upholds the dignity and rights of all children.

De La Salle College Malvern is an equal opportunity employer.

"To make your zeal useful to others, you first must exercise it in regards to you and your community." (Med 81.3)

The Business Manager reports to the Principal and is a member of the Executive Team. The position is a full-time, ongoing position.

The primary purpose of the role is to provide strategic and operational financial leadership for the effective administration and day-to-day management of the College.

This includes:

- Playing an active role in the developing and implementing of the College's current and future strategies using contemporary business practices;
- Leading the business operations functions which support the College including Finance, ICT, Reception, Human Resources, Development Team and Property;
- Overseeing governance, compliance and risk management.
- Lead and manage the Reception staff, ensuring effective service delivery and alignment with College values and operational standards.

The Business Manager supports the mission, vision and philosophy and values of the College community and the College's Lasallian tradition wherein respect is the foundation for all relationships and the safety and wellbeing of all students is at the forefront.

This Position Description may be subject to change during the term of your appointment as part of a normal process of ongoing evaluation of the College's operations.

All employees at De La Salle College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004, the Equal Opportunity Act and CECV Commitment Statement to Child Safety.

Key Result Areas Strategic Leadership

- Interpret and implement MACS and government policies, legislation and directives within the college context, ensuring alignment with current operations and future strategic priorities.
- Play an active role in the development and implementation of the current and future strategies and objectives, ensuring that the College makes the best use of its resources including consideration of financial implications of planned strategies;
- Be accountable for implementation of elements of the business plan as they relate to whole-of-College goals;
- Promote key strategic objectives to Finance, Administration, Information Technology and Property teams, ensuring that there is understanding, engagement and participation at all staff levels;
- Develop, recommend and implement contemporary business management practices, policies and procedures;
- Encourage and maintain a climate of quality and excellence within the College and develop collaborative relationships with internal and external stakeholders;
- Model a positive approach to change.

Financial Management

- Partnering with the Principal and MACS in providing strong and sustainable long-term financial management of the College, including development of financial strategies and goals;
- Manage the financial outcomes of the College through effective engagement in the budget setting process and on-going monitoring and management of expenditure;
- Manage the preparation of the annual budget, financial plan and annual accounts;
- Develop, recommend, implement and monitor strong systems of internal control regarding income and expenditure;
- Take an active role in project management and monitoring of outcomes across major projects, building and maintenance initiatives;
- Understand the effects and implications of Melbourne Archdiocese Catholic Schools and government policies, legislation and directives and develop effective solutions for managing their impact on current and future strategies;
- Act as the key contact point for all funding agencies, including preparing and lodging grant applications and reporting.

Governance and Risk Management

- Ensure effective risk management practices including Occupational Health and Safety, disaster recovery, employment law and third-party contract management;
- Review the College risk register and associated policies and procedures and risk management strategies;
- Maintain College records to comply with State and Commonwealth government requirements;
- Ensure the College has effective and adequate insurances (including for capital works projects) and handle any claims that arise;
- Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.

Property Management

- Be responsible to the Principal and MACS for the oversight, coordination and reporting of all capital works planning and construction;
- Be responsible for the insurance and security of College buildings including capital works;
- Arrange all leasing as required including the motor vehicle fleet management;
- Oversee property management activities in relation to the external hiring of College facilities and equipment;
- Work with the Property Manager to ensure a current maintenance schedule for all capital property and oversight of the maintenance works is maintained.

Staff Leadership and Management

- Guide, monitor and evaluate staff performance, succession planning, recruitment, induction and professional learning and relevant training for all Finance, Administration, Development Team, Information Technology and Property team staff;
- Appoint, lead and manage all Finance, Administration, Development Team, Information Technology and Property team staff ensuring that legislative and regulatory requirements are met;
- Promote a strong working relationship between teaching and support staff to deliver strong outcomes for students, staff and the College community;
- Foster a positive and dynamic working environment by developing a team approach, ensuring open communication, transparent and effective decision-making and collaborative work practices;
- Support and promote principles of Diversity and Equal Opportunity;
- Address and resolve matters of performance and conduct in accordance with College policies, procedures and values;
- Encourage or demonstrate effective communication within and beyond the College community, including keeping staff informed about relevant decisions and issues.

Professional Practice

- Attend Executive, OH&S and ICT meetings and other meetings as required;
- Attend training and professional learning programs to maintain skillset for this role;
- Be familiar with the College's First Aid and Emergency procedures;
- Attend whole College events such as Faith Formation days, sports events and College assemblies;
- Attend Staff Meetings where appropriate;
- Participate in Annual Performance Reviews.
- Provide pastoral guidance to all support staff.
- Demonstrate support for the College's mission, values, and strategic goals.
- Maintain confidentiality and uphold ethical standards in all business operations.
- Contribute to continuous improvement and innovation in business practices.

Personal Requirements/Competencies

- Alignment with the values and Catholic ethos of the College;
- A commitment to the College's Child Protection – Child Safety and Wellbeing Policy upholding the school's statement of commitment to child safety at all times;
- High level of professional personal presentation;
- Enthusiastic and highly motivated to contribute;
- Flexibility and ability to operate effectively in a changing environment;
- Working with Children Check for Victoria and National Police Record Check required prior to commencement.

Essential Criteria

- Degree qualification in Accounting, Commerce, Business, Economics, Law, or related area;
- Business management experience, including an in-depth understanding of strategic financial management, together with experience in leadership and management of staff and business operations across a number of disciplines;
- Ability to work at an Executive level and demonstrated ability to motivate and lead a multidisciplinary team to achieve a Strategic Plan using contemporary business practices;
- Strong interpersonal skills to communicate at all levels of the organisation and externally. This includes an ability to effectively negotiate resolve conflict, motivate and engage stakeholders;
- Ability to project manage capital works programs, including Workplace Health and Safety, risk management, budget and resource management;
- Experience in leading, implementing and reviewing quality processes and strategies that are embedded throughout an organisation;
- Sound judgment and the ability to operate autonomously and demonstrated initiative and innovative thinking in dealing with issues in a decisive and consistent manner;
- An ability to embrace the values of the College.

Desirable Criteria

- Experience in the education sector including an understanding of educational legislative requirements including State and Federal Government policy and funding arrangements;
- Understanding and appreciation of the Melbourne Archdiocese Catholic Schools business network, policies and protocols
- Post Graduate business and/or education qualifications, such as CPA, CA, MBA qualifications;
- Success in obtaining government funding.

Accountability

Reports to:	The Principal
Internal liaisons:	Executive, Finance Team, HR Manager, Development Team, Property, Reception
External liaisons:	Melbourne Archdiocese Catholic Schools (MACS), contractors, suppliers

Conditions

The position is employed in accordance with the terms and conditions of the National Employment Standards (NES) in the Fair Work Act 2009 (Cth).

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. All employees at De La Salle College are to follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

This Position Description may be subject to change during the term of the appointment as part of a normal process of ongoing evaluation of the College's operations.

Application Process

1. Read the Application Pack
2. Prepare your application by including:
 - a. Covering letter addressing the selection criteria (no more than two pages);
 - b. Details of at least three professional references
3. Submit your application to the Principal, Sam Cosentino via SEEK [here](#)

Closing date

Applications close 9:00am Friday 10 October 2025

Enquiries

For any enquiries regarding the application process, please contact:

Francesca Conte, 03 9508 2100, fconte@delasalle.vic.edu.au

All enquiries will be treated in the strictest confidence.

De La Salle College Malvern reserves the right to interview and appoint prior to the closing date.

De La Salle College Malvern is an equal opportunity employer that promotes the safety, wellbeing and inclusion of all children. De La Salle College Malvern is a Child Safe environment in which there is zero tolerance for child abuse. It is a condition of employment that all employees comply with all relevant policies and procedures, including Child Safe policies.



DE LA SALLE
COLLEGE – MALVERN

His Potential, Our Commitment

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