

Position Information Document

Acting Daily Organiser

Champagnat Campus

Context

As a Catholic college in the Marist tradition, Sacred Heart College is “a centre of learning, of life, and of evangelising.” Marist schools lead their students and staff “to learn to know, to be competent, to live together and most especially to grow as persons” (Institute of Marist Brothers of the Schools, 1998, [126]).

The Daily Organiser will be required to undertake responsibilities of leading and managing the planning, implementing, evaluating and reviewing matters of school organisation. This is to ensure a safe and orderly learning environment and the successful delivery of high quality teaching and learning.

Qualifications and Experience

Essential qualifications and experience

- Hold or have the capacity to obtain appropriate Police/Child Protection clearances.

Desirable qualifications, skills and experience

- Experience working in a school or college environment;
- Exceptional organisational, problem solving and scheduling skills;
- Sound ability to work under pressure and within time constraints;
- Experience working as a member of a collaborative team, as well as autonomously.

Personal attributes

- Understanding and support of the Catholic and Marist tradition, culture and ethos;
- Friendly, positive and supportive of others;
- A commitment to maintaining confidentiality of personal records and information;
- A willingness to support progress/change;
- Excellent interpersonal, leadership, management and organisational skills or the potential to develop them;
- Be committed to the College Catholic identity;
- Demonstrate energy, enthusiasm, initiative, self-management and resilience; and
- Demonstrate best practice in administrative tasks and organisation.

Key Areas of Work

Professional responsibilities

The Daily Organiser will:

- Have a commitment to uphold and contribute to the ethos of the Catholic identity of the College;
- Collaborate with Leadership to ensure contemporary learning; wellbeing and safety are at the core of daily organisational decisions;
- To complete administrative tasks accurately and on time including record keeping and managing organisational online learning tools; and
- Maintain confidentiality when dealing with sensitive matters and information.

Daily and administration responsibilities

The Daily Organiser will:

- Collaborate with the Head of Champagnat Campus to ensure the provision of high quality staff for purposes of daily organisation;
- Support timetable operations, for example, amending timetable when needed in the absence of staff; in response to school events and staffing requirements, in conjunction with the Head of Champagnat Campus and the Director of Teaching & Learning, as appropriate;
- Provide timetable solutions using staff relief quotas and temporary relief teaching (TRT) staff to cover absences including:
 - Staff Leave;
 - Professional Learning;
 - Excursions, Incursions, Camps and Meetings; and
 - All other activities as required.
- Coordinate cover of teaching, Curriculum ESO and Administration ESO staff for urgent and unforeseen absences, for example absences due to illness or emergency;
- Provide support to all Temporary Relief Teaching staff while on site, as required;
- Keep detailed records of teacher relief quotas and Temporary Relief Teacher usage providing payroll with details for payment;
- In collaboration with Human Resources and payroll process and keep accurate records of staff leave:
- Develop, organise and distribute schedules, for example those for College photographs, and coordinate the supervision of students at all times;
- Be accountable for accurate and equitable distribution of teacher relief quotas and rosters;
- Maintain an up to date register of available TRT staff, ensuring appropriate qualifications and clearances are provided prior to employment;
- Assist with set up of whole school events, programs, and activities with relevant staff in accordance with WHS and other mandatory requirements;
- In collaboration with Human Resources, develop and undertake staff induction processes for staff new to the College, in particular for TRT and ESOs; and
- Oversee the effective management of documentation, recording keeping and file information in relation to daily organisation, and respond accordingly.
- Work with the Director of Teaching and Head of Campus to oversee and support the planning for excursion and incursions.
- Oversee and keep accurate records of petty cash and transport charges.

Reception duties

The Daily Organiser will:

- As a member of the Front Office Team, provide relief for Reception as required;
- Undertake Reception duties as required; such as managing incoming calls and correspondence, processing of mail, student absentees and sign-in/out, and general administrative duties; and
- Provide a welcoming environment for all visitors and students at Reception, attending to and assisting students with enquiries.

General

- Perform any other duties in line with your current classification as required from time to time at the discretion of the Principal

Other certifications

The employee must acquire and maintain:

- current Working With Children Clearance (Police Clearance) to work in Catholic Education SA;
- current police clearance – with no financial convictions or disqualifications;
- approved Mandatory Notification training (Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate);
- First Aid certificate or qualification (as applicable);
- currency of practice and relevant certifications or registration required for the safe and effective execution of the role; and
- awareness of, and compliance with, clearance and screening requirements for employees, volunteers and contractors.

Workplace health and safety

Workers have a responsibility to:

- take reasonable care for their own health and safety;
- take reasonable care to not adversely affect another person at work through acts or omissions;
- follow reasonable instructions given to ensure health and safety; and
- cooperate with reasonable policies and procedures made available to staff, which are designed to protect people at work.

In practical terms this means to:

- use appropriate equipment and safe work procedures designed to ensure health and safety;
- participate in training programmes as requested;
- report unsafe/unhealthy conditions (hazards) in their work environment;
- report incidents or near misses which have or could have caused injury; and
- become familiar with and follow the policies, procedures and information about WHS available to staff on CompliSpace.

Behavioural Expectations and Fair Treatment in the Workplace

Employees of Sacred Heart College are expected to:

- comply with the Code of Conduct for Staff Employed in Catholic Education SA;
- comply with legislation, policies, procedures and protocols regarding the non-acceptance of any unfair workplace treatment – discrimination, harassment and/or bullying; and
- report any concerns and/or ask questions or seek assistance regarding anything you are unsure about.

Performance review

All employees are required to proactively participate in the College's Performance Development Program including periodic review

Conditions of employment

Employer:	Sacred Heart College
Award:	South Australian Catholic Schools Enterprise Agreement 2020
Category:	Education Support Officer
Classification:	Grade 4 + Additional allowance to work outside of ordinary hours
Prime location:	Champagnat Campus, Mitchell Park, but with flexibility to work at any College site as required

Reporting/working relationship

Immediately responsible to:	Head of Champagnat Campus
Line management from:	Deputy Principal/Principal

References

Institute of Marist Brothers (1998). *In the Footsteps of Marcellin Champagnat: A vision for Marist education today*. Institute of the Marist Brothers of the Schools; Sydney, Australia.