

# Position Description

<b>Daily Organiser</b>	
<b>AWARD:</b> Victorian Catholic Education Multi-Enterprise Agreement	<b>CLASSIFICATION</b> Education Support Category C Level 3
<b>TERMS OF EMPLOYMENT:</b> Ongoing 7.36am – 3.40pm	<b>ANNUAL LEAVE</b> 7 weeks annual leave (1 week of each term holiday, 4 weeks at Christmas)
<b>REQUIREMENTS:</b> Working with children check	<b>SUPERVISORS</b> Business Manager Deputy Principal Learning

## CATHOLIC IDENTITY

- Actively live and promote the College Mission.
- To promote and maintain Gospel values and the Catholic tradition among all sectors of the College, including students, staff and parents.
- Ensure and facilitate a Catholic inspired ethos within the school community.

## POSITION OBJECTIVE:

The Daily Organiser is responsible for the day-to-day organisational matters and long-term planning within the College. The Daily Organiser is a position in the College that works very closely with the senior leadership team and as such will be dealing with personal and sensitive information at times, maintaining confidentiality is therefore a core role of this position.

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<p><b>Manage Daily Absent Staff &amp; Covering of Classes</b></p>	<ul style="list-style-type: none"> <li>• Equitably allocate staff extras and in lieu's proportional to FTE using Timetabler software</li> <li>• Publish staff absences and replacements daily</li> <li>• Coordinating CRTs including building a bank of reliable and competent relief staff and ensuring registration is current</li> <li>• To ensure that organisational practices of the College are consistent with the ethos of the College, College policies and with appropriate legal guidelines.</li> <li>• To be a member of the College Management Team and attend all Team meetings.</li> <li>• Communicate with relevant staff when revisions to Professional Development requests are required, or initial approval has yet to be actioned.</li> <li>• Review submitted documentation provided through the EMS360 platform and liaise with relevant staff members to ensure all policies and procedures are fulfilled in the submission of EMS360 applications, including those involving Leave, Absence, Professional Development and Activities, Camps and Excursions.</li> <li>• To prepare the relevant document for CMT meetings; working with the Principals PA, referring to the school calendar and DO diary for the following two-week period.</li> <li>• Liaising with Teaching Staff regarding work left when absent, and ensuring it is accessible for the replacing teacher.</li> <li>• To assist in the preparation of Year and Term calendars</li> <li>• Maintaining College Calendar on databases</li> </ul>
<p><b>Maintain relevant records relating to absences and leave</b></p>	<ul style="list-style-type: none"> <li>• Provide information to payroll on a fortnightly basis of staff absences and replacements</li> <li>• Provide accurate information of staff absences and professional learning to payroll on a fortnightly basis including CRT hours worked</li> <li>• Liaise with part time staff regarding availability when required to attend for interviews, camps, excursions, events and Headstart to ensure part time staff are compensated for additional hours worked.</li> </ul>
<p><b>Coordinate and oversee changes to daily school timings and programs</b></p>	<ul style="list-style-type: none"> <li>• Provide support for examination timetables in consultation with Deputy Principal and Director of Teaching &amp; Learning</li> <li>• To coordinate the yard duty roster</li> <li>• Coordinate logistics for parent/teacher/student interviews</li> <li>• Produce school photograph timetable and liaison with school photographer</li> <li>• Allocation and update database for any room changes</li> <li>• Coordinate Alternative bell times when required</li> <li>• Support organisational operation of College events</li> <li>• Initialise, make changes and generate student reports twice per Semester</li> <li>• Create and maintain staff phone/office list</li> <li>• Coordinate process and documentation for student university placements including liaison with universities, placement suitability and teacher supervision</li> <li>• Maintain all relevant College databases</li> </ul>

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<p><b>Specific: Student Options</b></p>	<ul style="list-style-type: none"> <li>• Ensure student details are kept up to date &amp; are the same College databases</li> <li>• Provide documentation and assist in the coordination of the student subject selection process</li> <li>• Complete the data entry of subject selections from students to produce Student Options files for the production of the college timetable.</li> <li>• Assist other L&amp;T colleagues to co-ordinate the process of subject selection data entry.</li> </ul>
<p><b>Specific: Timetabling</b></p>	<ul style="list-style-type: none"> <li>• To assist the Principal, Deputy Principal and Timetable Consultant in the construction and development of the timetable.</li> <li>• Contribute to discussions of timetable requirements to establish timelines to ensure the timetable is completed within expected timeframes.</li> <li>• To provide support and information for the preparation of the college timetables for both Semesters – staffing, data entry, student class lists, preparation of staff loads, staff and student timetables, consult with Principal on staffing matters.</li> <li>• Finalise the student data files to be used for timetable preparation</li> <li>• Printing and distributing published timetables (e.g., rooming and student timetables).</li> <li>• Making recommendations regarding present and future staff requirements</li> <li>• Liaising with part time staff regarding their timetable availability &amp; NA times</li> <li>• Maintain up to date timetable development files including staffing, rooming, and yard duties.</li> <li>• Construct the end of year Headstart Program timetable.</li> <li>• Establish staffing arrangements for Headstart where some staff may not have commenced.</li> <li>• Making minor changes to the timetable when required throughout the year.</li> </ul>
<p><b>General / Other Duties</b></p>	<ul style="list-style-type: none"> <li>• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.</li> <li>• Assist in the provision of a child-safe environment for students.</li> <li>• Exercise pastoral care in a manner which reflects school values.</li> <li>• Commit to ongoing professional development activities.</li> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.</li> <li>• Maintain currency of first aid, mandatory reporting, asthma and anaphylaxis training.</li> <li>• Attend all relevant school meetings and other applicable events, as required.</li> <li>• Demonstrate professional and collegiate relationships with colleagues.</li> <li>• Perform other duties as directed by the Deputy Principals or Business Manager</li> </ul>

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## Qualifications and Requirements

- Qualifications or relevant experience in Business Administration are desirable, but not essential
- Previous experience or understanding of school daily organization and timetable process desirable but not essential
- First Aid Certificate HLTF301B – Apply First Aid
- Current Working With Children Check and National Criminal History Check

## Skills & Attributes

- Ability to work as part of a team
- High level verbal and written communication skills, including ability to communicate with children, parents and the school community
- Demonstrated administration experience, preferably within an educational setting
- Ability and willingness to accept policy directives

## Occupational Health and Safety

All employees have the responsibility to:

- Be responsible for their own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace.
- Adhere to safe work 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.
- Report any injury or hazard to the Principal immediately

<b>Commitment to Child Safety</b>	FCJ College is committed to creating and maintaining a child safe environment in which students feel safe and are safe. It is a condition of employment that the incumbent be a person suitable to work with children.  FCJ College has a Child Safety Code of Conduct and as a staff member of the College, the incumbent is subject to and expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.
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**Signed:**

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(Employee)

**Date:**

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