



Job Description

College Relief Officer

The College Relief Officer coordinates relief requirements across the College, including teaching and education assistant relief in Primary and Secondary Schools, and Administration relief as required. Working at the direction of the Dean of Teaching and Learning (Primary), Dean of Operations (Secondary) and Office Manager, the College Relief Officer will also provide administrative assistance with College systems and processes.

The College Relief Officer role requires work outside of standard hours due to the nature of responding to and preparing for staff absence.

It is expected that the College Relief Officer will always act in the best interests of the College and its ethos, and will:

- Be an active member of the Christian community
- Model Christian behaviour in practise and belief
- Strive for excellence in performance and participation
- Build cooperative and supportive relationships with staff, students and parents

1) Primary School Relief

- 1.1. Assist in the daily organisation of relief staff for the Primary School, including:
 - 1.1.1. Being the first point of contact for staff requiring relief (take phone calls, messages, emails etc.)
 - 1.1.2. Monitoring and responding to contact on the College's Relief Phone
 - 1.1.3. Liaising with the Dean of Teaching & Learning in relation to daily relief needs, including determining relief teacher requirements and allocation
 - 1.1.4. Proactively monitoring the College calendar and excursion management system (Consent2Go) to ensure that any pre-booked absences are accounted for and covered
 - 1.1.5. Ensuring that staff undertaking professional learning or any other duty that requires them to be out of class have relief cover arranged
 - 1.1.6. Assisting in the recruitment and onboarding of new relief staff as required
 - 1.1.7. Sourcing of relief cover and coordinating daily relief each morning, including determining relief teacher requirements and allocation
 - 1.1.8. Printing and preparing relief work as required each morning, and informing line managers of any issues with work left by absent staff
 - 1.1.9. Ensuring that the Deans of Teaching & Learning and Early Learning and the Learning Support Coordinator are aware of and consulted on daily relief needs
 - 1.1.10. Booking of relief staff for anticipated leave booked in advance (e.g., for professional learning, leave without pay, carer's leave etc.)
 - 1.1.11. Entering all relief information into College systems, including SEQTA
 - 1.1.12. Coordinating emergency relief allocations throughout the school day
 - 1.1.13. Maintenance of and charging of relief laptops and iPads
 - 1.1.14. Processing information for Payroll in relation to relief staff as required

2) Secondary School Relief

- 2.1. Assist in the daily organisation of relief staff for the Secondary School, including:

- 2.1.1. Being the first point of contact for staff requiring relief (take phone calls, messages, emails etc.)
- 2.1.2. Monitoring and responding to contact on the College's Relief Phone
- 2.1.3. Liaising with the Dean of Operations in relation to daily relief needs, including determining relief teacher requirements and allocation
- 2.1.4. Proactively monitoring the College calendar and excursion management system (Consent2Go) to ensure that any pre-booked absences are accounted for and covered
- 2.1.5. Ensuring that staff undertaking professional learning or any other duty that requires them to be out of class have relief cover arranged.
- 2.1.6. Assisting in the recruitment and onboarding of new relief staff as required
- 2.1.7. Sourcing of relief cover and coordinating daily relief each morning, including determining relief teacher requirements and allocation
- 2.1.8. Booking of relief staff for anticipated leave booked in advance (e.g., for professional learning, leave without pay, carer's leave etc.)
- 2.1.9. Informing line managers of any issues with work left by absent staff
- 2.1.10. Entering all relief information into College systems, including Edval Daily and SEQTA
- 2.1.11. Coordinating emergency relief allocations throughout the school day
- 2.1.12. Maintenance of and charging of relief iPads
- 2.1.13. Processing information for Payroll in relation to relief staff as required

3) Administration Relief

- 3.1. Assist in the daily organisation of relief staff for the College Administration, including:
 - 3.1.1. Liaising with the Office Manager in relation to daily relief needs
 - 3.1.2. Booking of relief staff for anticipated leave booked in advance (e.g., for professional learning, leave without pay, carer's leave etc.)
 - 3.1.3. Processing information for Payroll in relation to relief staff as required

4) Excursion Management System Administration

- 4.1. Liaising with relevant Primary and Secondary staff in relation to the College calendars
- 4.2. Maintain the College's Excursion Management System, Consent2Go, including:
 - 4.2.1. Ensuring that staff records are up to date
 - 4.2.2. In collaboration with the College Registrar, ensuring that student information is up to date
 - 4.2.3. Ensuring that annual rollover processes are undertaken
- 4.3. Assisting staff in the entry of excursion information on to Consent2Go as requested

5) Professional Learning Record Keeping

- 5.1. Maintain the staff professional learning register on TASS
- 5.2. Create QR codes for staff sign in for onsite professional learning

6) Miscellaneous

- 6.1. Cooperate in matters of WHS. by acting responsibly, taking care of themselves and others, as an employee of the College
- 6.2. Other duties as directed by the Principal or Heads of School

RELATIONSHIPS & AUTHORITY

This role reports directly to line management: Office Manager

The College Relief Officer is expected to make decisions in accordance with College policies and protocols and as outlined in the Staff Handbook.

SELECTION CRITERIA

1. A practising Christian with the passion to uphold the College's strong Christian culture.
2. Exceptional organisational skills, with the ability to prioritise and manage responsibilities effectively.
3. Ability to work collaboratively, cooperatively and confidentially in a team environment and consultative framework.
4. Strong interpersonal skills and a commitment to excellent customer service and professional standards.
5. Ability to use initiative and work within the College's corporate standards.
6. Expertise with the Microsoft Office suite, School SEQTA and TASS School Management Systems, or be capable of training in this capacity.
7. Ability to provide a current Pastor/Minister's reference / referee commendations
8. Excellent communication skills
9. Ability to Work Within Required Hours and Conditions - Demonstrated ability and willingness to:
 - Work on-site at the College from 7:00 a.m. to 1:00 p.m., including taking a half-hour unpaid lunch break; and
 - Undertake an additional two flexible hours per day (one hour in the morning and one in the afternoon/evening), which may be completed off-site as agreed with the Line Manager.