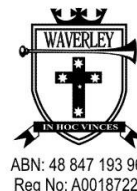


WAVERLEY CHRISTIAN COLLEGE Inc

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Position Description

Position:	Timetabler and Administration Assistant
Campus:	Wantirna South
Employment Status:	FTE 1.0 (term time only)
Reports Directly To:	Head of Secondary

Ministry Specifications Responsibilities

Timetabler

The Timetabler will be responsible for developing and maintaining the Secondary timetable for the Wantirna South campus. The Timetabler will work in collaboration with the Staff Team Leaders, Head of Teaching and Learning, and Head of Secondary to ensure an effectively operating timetable. It is expected that the Timetabler will utilise their problem solving skills and act in support of the College staff team.

- As and when requested by the Head of Secondary (HOS), gather required information on curriculum and staffing needs necessary for the development of the secondary timetable
- Collaborate with the Secondary Timetabler at NWS to guarantee functionality between the two campuses and their particular needs with regards to staffing
- Collaborate with the Primary Timetabler at WS to guarantee functionality between the two sub-schools
- Undertake the process of constructing a timetable for the Secondary School
- Negotiate with Head of Secondary to make the timetable operational for the purpose of delivering the College's planned curriculum
- Allocate appropriate rooms to classes and review these allocations with teaching staff
- Work with the IT department to ensure that Synergetic, SEQTA and Timetabler are functioning together to facilitate roll marking, reporting and accounts processes
- Attend relevant professional development to ensure proficiency with the timetabling software
- Facilitate and attend relevant meetings around the construction and completion of the timetable
- Construct end-of-semester examination, NAPLAN, camp and other timetables as needed
- Act quickly to resolve emerging issues with the timetable throughout its operation
- Work with the Head of Teaching and Learning and the Student Course Coordinator on the facilitation of an effective subject selection (VCE) and electives program for Year 8 -10 and provide information to parents at information evenings on the process for selecting electives
- Support staff in their use of additional online timetabling platforms
- Work with SEQTA and the Daily Organiser to ensure that timetable updates are done quickly and communicated clearly to staff and students
- Provide back-up support to Daily Organiser when needed
- Ensure all enrolled students are entered and active in the timetable
- Ensure students and staff are provided with timetable information in a timely manner

- Other duties as required by the Head of Secondary

Administration Assistant

- Handle relevant enquiries directed to the Secondary Office, from students, staff and parents
- Distribute and manage student locks and lockers
- Manage and maintain House Points
- Manage and maintain relevant bookings in BookIt
- Support the Head of Teaching and Learning in the collection, processing and managing of all semester exams and VCE practice exams
- Assist the PA to the Head of Secondary in aspects of the Valedictory Dinner, Parent Teacher Interviews and Presentation Evening, as required
- Excursions, Camps and Tours:
 - Monitor and maintain records for camps, tours, excursions, incursions and special events
 - Liaise with excursion venues and collect a copy of their Public Liability insurances and Risk Management document
 - Manage and maintain cameras for excursions, incursions and assist teachers with digital photo uploading
 - Maintain and update the relevant WS Secondary Calendars with camps, tours, excursion, incursion and special events
- Clerical and Administrative support:
 - Provide support to the PA to the Head of Secondary
 - Provide support to Secondary Staff in consultation with HOS
 - Provide support to the General Office and other Administrative staff members
- Manage and maintain supply of teachers' stationery and purchase ad hoc stationery for teachers
- Manage and supply classroom stationery resources
- Operate office systems and technology
- Provide catering as required
- Actively pursue best practice in all areas of responsibility

Inherent Requirements of the Position

Administration / IT Staff

- Prolonged periods of sitting
- Using a computer for a prolonged period of time
- Some repetitive actions (e.g. stapling, hole punching, collating)
- Occasional food handling and preparation
- Ability and licence to drive College cars, as required
- Occasional bending, lifting and carrying
- Standing tasks requiring twisting and turning

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards to the Bursar and Property Manager as soon as possible

College expectations of you include:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in relevant meetings
- Attendance at the first day for all staff, Staff Retreat and end of year function

Some duties will need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.