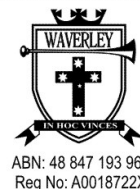


# WAVERLEY CHRISTIAN COLLEGE Inc

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## Position Description

**Name:**

**Position:**

Timetabler and Administration Assistant

**Campus:**

Narre Warren South

**Employment Status:**

FTE 0.67

**Reports Directly to:**

Head of Secondary

Head of Campus (HOC)

## Ministry Specifications

### Timetabler

The Timetabler is responsible for developing and maintaining the timetable for the Narre Warren South campus. The Timetabler will work in collaboration with the Staff Team Leaders, Heads of Teaching and Learning, and Heads of Secondary and Primary 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 Heads of School, gather required information on curriculum and staffing needs necessary for the development of the timetable
- Undertake the process of constructing a timetable for NWS Primary and Secondary School
- Negotiate with Head of Schools 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 Heads 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

### **School Magazine and Diary Coordinator (reporting to the HOC)**

To coordinate the production of the NWS School Magazine, and College Diary, as follows:

- Set up current year 'School Magazine Folder' on the College Photos Drive
- Produce timeline for School Magazine
- Notify staff and SMT members of timeline deadlines
- Collection of College photos for inclusion in School Magazine
- Liaise with teachers and other staff for their page articles and photos
- Liaise with volunteer school magazine photographers as required for up-to-date student and campus photographs
- Periodically take photographs of College activities through the year
- Manage and maintain photographs on WCC College Photo Drive
- Liaise with graphic designer and printer
- Liaise with PA to Head of Campus regarding deadlines and proofing of School Magazine
- Proofread/edit articles for School Magazine
- Supply the final draft of the School Magazine to the Head of Campus for proof-reading
- Coordinate the College Diary, including liaising with the photographer and printer. Ensure all details and dates are correct

### **Excursions, Camps and Tours Administrator**

- 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
- Be familiar with Consent2Go. (Training will be provided, if necessary)
- Manage and maintain cameras for excursions, incursions and assist teachers with digital photo uploading
- Maintain and update the relevant NWS Secondary Calendars with camps, tours, excursion, incursion and special events

### **VET, VETA and VCAL**

- Administer the VET, VETA and VCAL program, liaising with relevant coordinators and external providers of the programs
- Provide administration support as directed by the VCAL and VCE Coordinators

## **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 license 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

## **Administration/Duties**

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 'in house' professional development activities
- 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.

## **Other Key Relationships:**

Head of Primary

VCE Coordinator

VCAL Coordinator

Heads of Teaching and Learning