

WAVERLEY CHRISTIAN COLLEGE Inc

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Position Description

Position: Daily Organiser
Campus: Narre Warren South
Employment Status: FTE 0.267
Reports Directly To: Head of Primary

Ministry Specifications:

Duties

The Primary Daily Organiser is responsible for the coordination, management and implementation of short term cover absences for the Primary School, by the allocation of Casual Relief Teachers, including Yard Duties as required, on a daily basis. This role is 2 hours a day, five days a week.

Responsibilities

- To monitor staff absences and maintain a system for covering classes, meetings and yard duty for teachers who are unavailable for their normal duty
- To inform teachers and CRT's of classes to be covered
- To ensure all documentation has been completed
- Other administrative tasks as required, and as time permits

Tasks

- *Daily Organising:*
 - To ensure, on a daily basis, that all short term absences of staff are covered with the employment of CRT's in a manner that recognises equity and fairness and recognises individual teacher skills and qualifications along with particular class needs
 - To inform the Primary staffing community of staff absences/classes to be covered and other key daily events by 8.15am each morning, via a Daily Primary Bulletin email
 - To provide all replacement staff with the necessary documentation regarding the Primary school routines and the current Welfare and Discipline Policy, along with white board markers, erasers etc., as needed
 - To provide appropriate documentation to all staff regarding daily organisation procedures including adjustments to the calendar via the DNS, email, memoranda, and staff meetings
 - To inform the HOP and HOTL, via email, the absences each day
- *Documentation:*
 - To prepare a weekly summary report for the Head of School and Head of Campus and Payroll Officer with names and relevant details of all staff absences and CRT employed
 - To complete all documentation connected with the allocation of extras, CRT contact numbers, CRT payment, Daily Extras allocation, cumulative record of extras allotted to each staff member, etc.

- *To liaise with:*
 - Team Leaders regarding work left for absent staff
 - Teachers, regarding lessons pre-prepared for times of illness
 - Head of School, Team Leaders and relevant staff regarding camps, excursions and incursions
 - Head of School, Senior Management Team (SMT), and the PA to the HOP in the employment of staff to cover teachers on extended periods of absence such as Long Service Leave and Leave Without Pay
- *Other Duties*
 - Assist with catering for Primary events, which include breakfast BBQ's, Parent Teacher Interviews, Year 6 Graduation, Presentation Night, Year 6 Chapel Service, etc.
 - Assist the PA to the Head of Primary in administrative tasks
 - Be flexible in taking on varied tasks
 - Actively pursue best practice in the areas of responsibility

The incumbent must be available for reasonable contact during and out of school hours, having access to a College provided mobile phone with message bank.

Inherent Requirements of the Position

Administration 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

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:

- Be familiar with, and supportive of, the College's policies regarding child safety
- 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.