



## 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. The Daily Organiser is a position in the College that works 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>• Passing on details of suggested new CRTs to Deputy Principal Learning to initiate Referee and Child Safety checks.</li> <li>• Conducting inductions for new CRTs</li> <li>• Ensure that organisational practices of the College are consistent with the ethos of the College, College policies and with appropriate legal guidelines.</li> <li>• Implement required actions from the College Management Team.</li> <li>• Utilise approve leave information on TASS to influence DO coverage.</li> <li>• Ensure CRT timesheets are submitted.</li> <li>• Provide relevant document to CMT as requested, working with the Deputy Principal's PA and Timetabler, 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>• Ensure information is provided to Payroll officer and ready for payroll on a fortnightly basis of staff absences and timesheets.</li> </ul>
<p><b>Coordinate and oversee changes to daily school timings and programs</b></p>	<ul style="list-style-type: none"> <li>• Enact the examination timetables created by the Timetabler</li> <li>• Produce school photograph timetable and liaison with school photographer</li> <li>• Allocation and update database for any room changes</li> <li>• Initialise, make changes and generate student reports twice per Semester</li> <li>• Create and maintain staff phone/office list</li> <li>• Maintain all relevant College databases</li> <li>• Ensure student details are kept up to date &amp; are the same College databases in consultation with the Timetabler.</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
- 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:** \_\_\_\_\_  
(Employee)

**Date:** \_\_\_\_\_