Rostrevor College

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ESO – Daily Organiser and Timetable Coordinator

Position Information Document

Position Title	Daily Organiser and Timetable Coordinator
ESO Grade	5
ESO Stream	Administration
Employment Type	Permanent
Line Manager	Deputy Principal
Reporting to	Director of Teaching and Learning
Key Working Relationships	Teaching and ESO Staff

Rostrevor College is a Catholic College owned and governed by Edmund Rice Education Australia, the local community and Principal are empowered with the responsibility of plotting the future course for the College; a course that best captures the aspirations of local families. In doing so, we use The EREA Charter and the four touchstones of Gospel Spirituality, Justice and Solidarity, Inclusive Community and Liberating Education to shape our planning as a contemporary College that is grounded in the Edmund Rice Tradition.

Under minimal direction of the Deputy Principal, and in working closely with the Director of Teaching and Learning, the Daily Organiser and Timetable Coordinator is responsible for key administrative duties. They will ensure the College is able to cover absences of staff through the onboarding, induction, compliance and allocation of casual relief staff. They will also work under the guidance of the Director of Teaching and Learning to build the College Timetable.

The Daily Organiser & Timetable Coordinator will ensure relief cover for absent teaching and non-teaching staff as required. They will coordinate the College Timetable each Semester and manage changes in subject selections and teacher allocations throughout the year. The Daily Organiser & Timetable Coordinator will also play a key role in the management and coordination of Leaner Management Systems, EDVAL and SEQTA.

KEY AREAS OF WORK

The Daily Organiser and Timetable Coordinator will undertake duties including, but not limited to:

Daily Organisation

- In collaboration with the Head of Senior School and Head of Junior School, ensure the provision of high-quality temporary relief teaching (TRT) staff for purposes of daily organisation
- In collaboration with the People and Culture Manager, coordinate recruitment initiatives to attract casual relief teaching and non-teaching staff
- Induct and onboard relief staff, ensuring their sound understanding of College policies, expectations, safety and relief practices

- Provide timetable solutions using staff relief quotas and TRT staff to cover absences including:
    - Planned and unplanned staff absences (staff on leave)
    - Professional Learning
    - Excursions, Incursions, Camps and Meetings
    - All other activities as required
- Understanding and responding to the dynamic needs, changes and happenings of an R-12 College environment
- Follow up on any staff absences and non-attendance, as required, such as ensuring the completion of leave forms, provision of appropriate certificates, or confirmation of leave details as required
- Internal communications to all staff each day to summarise happenings across the College, allocated reliefs and changes, and summarising staff absences clearly and concisely
- Provide support to all relief staff upon commencement and while on site, as required
- Ensure comprehensive reporting for the utilisation of TRT staff, to provide the Payroll and Finance Officer with accurate details for payment
- Maintain a current register of available relief staff, ensuring appropriate qualifications and clearances are provided prior to employment
- Coordinate cover of classes by teaching staff for urgent and unforeseen absences, within the parameters of employment conditions
- Have a sound understanding of the South Australian Catholic Schools Enterprise Agreement pertaining to the parameters of relief cover, as well as conditions and renumeration of TRT staff
- Be accountable for accurate and equitable distribution of teacher relief quotas and rosters
- Ensure comprehensive records of teacher relief quotas are maintained

Timetable

- Construct and maintain an accurate and current College timetable, and related databases
- Coordinate the publication of annual timeline and process for the development of the timetable
- Provide timely and proactive advice to other key staff regarding timetable requirements, including but not limited to the number of classes required, room allocations and staffing requirements
- Assist in entering data related to timetable changes and administer new timetables in response to these changes
- Make all adjustments to the timetable as required, as well as at semester changeover times
- Prepare and administer room timetables as required
- Prepare and administer the Yard Duty Roster.
- Liaise with timetable software providers regarding updates, fixes, and training
- Have a sound understanding of the South Australian Catholic Schools Enterprise Agreement pertaining to the parameters of teacher workload and timetable parameters
- Assist with annual reports to assess information regarding teacher loads and work patterns
- Collaborate with People and Culture and other leaders in the induction of staff new to the College, ensuring understanding of Learner Management Systems, relief procedures, and matters relevant to the timetable

Learner Management Systems

- Responsibility for the input and maintenance of timetable software, as the key management system for timetable implementation and updates
- As the appointed key administration officer of the Learner Management System, input data and ensure accuracy including, but not limited to:
    - New staff and student set up
    - Rollover of data with changing semesters and school years
    - Archiving of data in an organised and systematic manner
- Coordinate the supervision roster, timetable and room allocations for exams
- Staff and room allocations for College events such as, but not limited to, NAPLAN and PAT Testing

Daily Organisation for School Events & Programs

- In collaboration with other key staff, develop, organise, and distribute schedules which ensure adequate supervision of students for events and programs
- Assist in the organisation of the supervision of exams, special events and activities as required
- Assist in the allocation of staff for events, incursions and excursions as required
- Support whole school events, programs, and activities with relevant staff in accordance with WHS and other mandatory requirements

Administration

- Administrative coordination of Consent2Go including oversight of the progress of requests, staffing and relief requirements, room and transport bookings and other actions required, and ensuring the review and response (approval/rejection) for requests for excursions, incursions and events.
- Working with relevant staff who coordinate processes within Consent2Go as required; including
    - The Risk and Compliance Manager on safety, risk and compliance matters;
    - Student and Wellbeing Support on student medical data and required updates;
    - Receptionist and other administration staff on student and family details updates; and
    - Relevant leaders for review and approval of requests they are responsible for.
- Oversee the effective management of documentation, recording keeping and file information in relation to daily organisation
- Coordinate reimbursement for relief allocations for external organisations as required
- Complete administrative tasks accurately and efficiently, including accurate record keeping and managing organisational online learning tools

General

- Maintain confidentiality and respect in all dealings with sensitive matters and information.
- Positively participate in College activities, events, required training, professional development and professional reviews.
- Collaborate with the College Leadership Team (CLT) to ensure contemporary learning; wellbeing and safety are at the core of daily organisational decisions as required
- Perform any other duties in line with your current classification as required from time to time at the discretion of the Principal

PERSON SPECIFICATION

- Commit to upholding and actively contributing to the Catholic ethos of Rostrevor College.
- Demonstrated skills and experience in applying specialised administrative knowledge with depth in areas of responsibility.
- Experience working in a comparable position and/or College environment is highly desirable.
- High level knowledge and application of relevant policies, procedures and associated obligations to demonstrate continued compliance.
- Demonstrated experience in undertaking research and investigations which may be extensive to support leadership priorities and deliver effective outcomes.
- ICT competency and advanced proficiency using applicable programs, particularly Microsoft Office (i.e. Word, Excel, Outlook, PowerPoint), databases and other ICT equipment, and full technical competency to operate office equipment, and ability to train and support others with same.
- Excellent interpersonal and communication (written and verbal) skills to deal with complex and sensitive issues, be an effective role model and lead and support others as a team leader and member, positively engage and interact with the school community and with external parties.
- Demonstrated experience in leading others to achieve group outcomes within broad parameters
- Demonstrated experience working under minimal direction, being accountable for own and service outcomes within broad parameters, requiring no guidance during the performance of work to effectively achieve stated objectives.
- Ability to initiate, analyse, design, plan and execute and evaluate major, broad, or highly specialised functions or complexity within area of accountability.
- Excellent organisational skills and experience in exercising substantial autonomy in decision making for the administrative function using a wide range of highly specialised skills to ensure the work requirements and output of the team are successfully achieved.
- Able to generate and evaluate ideas through the analysis of information and concepts at an abstract level to ensure a professional administrative function and responsive customer service exists to meet the school's needs.
- Demonstrated high-level experience in maintaining confidentiality.
- Willingness and experience in positively leading and supporting school activities/events, attend meetings and undertake required training, ensuring engagement of others as required.
- Demonstrated ability to follow procedures and lead and deal effectively with emergencies and/or unexpected situations, including supporting others as required.

ROLE REQUIREMENTS

- A Diploma/Advanced Diploma in Administration or Business (or equivalent) comprising of two years of study and/or relevant demonstrated knowledge and experience in a comparable role.
- Act in accordance with the CESA Code of Conduct, EREAC Code of Conduct and all other applicable guidelines provided by EREAC and CESA.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
    - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
    - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
    - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.