

Title	Daily Organiser & Administrative Assistant
Classification	Full-Time
Category	Category C
Length of Appointment	Maternity Leave Replacement (12 Months)
Reports	Principal Deputy Principal Staff and Operations Administration Coordinator
Conditions	Victorian Catholic Education Multi Enterprise Agreement 2018

Purpose of Position

The Daily Organiser & Administrative Assistant is responsible for assisting with the efficient day-to-day operations of the College. This role requires significant attention to detail through data entry and validation using a variety of platforms, alongside strong communication and interpersonal skills.

This position will provide highly efficient and effective administrative services to the College as outlined in the Position Description.

This position is directly responsible to the Principal, Deputy Principal Staff and Operations and Administration Coordinator.

Key Contacts

- Deputy Principal Staff & Operations
- College Operations Team
- Occupational Health and Safety Committee
- Administrative Support Team

Daily Organisation

The Daily Organiser & Administrative Assistant is responsible for ensuring the day-to-day College Operational requirements are fulfilled. This includes the following components:

- The allocation of replacement duties to teachers to cover teacher absences as per the College *Replacement Duties Guidelines*
- Overseeing the engagement of Casual Relief Teachers (CRTs) to perform relief teaching work at the College
- Keeping an up to date list of allocated “extras” for each staff member as part of their load and the cumulative total of “extras” taken
- Publication of covered classes and room changes via a Daily Bulletin
- Transfer of replacement duties and room changes to SEQTA
- Facilitating of new CRT induction, and coordination of timesheets and ICT related loans
- Overseeing the operation of the Replacement Classes Folder and processes
- Liaising with Teaching Staff regarding work left when absent, and ensuring it is accessible for the replacing teacher
- Liaise with the Deputy Principal Staff & Operations to ensure adequate coverage of teachers on extended periods of absence
- Raise with the Deputy Principal Staff & Operations any absence from class concerns may arise with respect to individual teachers which may have an adverse impact on the continuity of learning for their class/es

- Remind and upskill staff on appropriate leave procedures using the EMS360 system
- Assist the Deputy Principal Staff & Operations in gathering feedback from staff on the performance of individual CRTs and use this to inform future CRT bookings.

Administration Duties and Responsibilities

The Daily Organiser & Administrative Assistant will provide administrative support to the College, primarily through undertaking the following components:

Reception Relief

- Attend to telephone and reception enquiries from parents, students and visitors to the College, including enrolment enquiries of a general nature
- Liaise with suppliers and signing receipt of deliveries
- Organise couriers and delivery of items as requested
- Assist with the purchasing of office supplies, including stationery
- Organise the franking and posting of outgoing mail on a daily basis
- Assist with reporting of maintenance issues on behalf of staff as required; liaising with CRCCS Maintenance staff
- Assist the College Finance Manager with tasks, including the collection and receipting of fees and other monies
- Print, photocopy and distribute College documentation
- Produce documentation for administrative purposes
- Assist attendance officer with attendance processes
- Monitor and organise processes for lost property
- Make announcements over the public address system as required
- Prepare two-way radios for yard duties
- Assist the School with data entry requirements, proof reading and function organisation as required
- Use the College Learning Management system to record aspects of student data
- Other duties as required by the Principal, Deputy Principal Staff & Operations & Administration Coordinator.

Compliance and OH&S

- In conjunction with the Deputy Principal Staff & Operations, CRC Federation Compliance Officer and the Occupational Health and Safety Committee, oversee compliance, management, coordination and implementation of the following:
 - Evacuation Plan and Emergency Management Plan
 - Occupational Health and Safety Policies and Procedures
 - Internal audit programs.

Communication Standards

The Daily Organiser & Administrative Assistant will demonstrate a high standard of communication, including being able to:

- Liaise with students, staff, parents and the community regarding issues communicated to the Deputy Principal Staff & Operations in a calm and professional manner

- Facilitate and provide quality and efficient written and verbal communication for the Deputy Principal Staff & Operations
- Build and sustain positive relationships with staff, parents and students.

Other

This position does not adhere to the standard College operating hours and includes work commencing prior to the start of the school day (prior to 7.30 am) in order to ensure adequate organisation of day-to-day school processes.

General Qualifications & Experience

- Valid Working with Children Check
- National Police Check
- Experience in an Administration environment (desirable, but not essential)
- Experience with Timetabling Solutions (desirable, but not essential, onsite training can be provided)

Knowledge and Skills

- Excellent written and verbal communication, with an ability to communicate and interact positively, effectively and professionally with staff, students, parents and visitors to the College
- Excellent demonstrated organisation
- High level initiative and flexibility, with the ability to respond to the changing demands of the position
- Ability to work independently and collaboratively as part of a team.

Personal Qualities

- A courteous and professional manner and presentation
- Empathy and cultural awareness
- Reliability and punctuality
- Discretion and an ability to maintain high levels of confidentiality
- A capacity and genuine desire to learn and apply new skills
- Ability to remain calm under pressure.

Child Safety

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- 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
- Provide students with a child-safe environment
- Uphold a zero tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment.



DAILY ORGANISER & ADMINISTRATIVE ASSISTANT

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.