



St Mary MacKillop College Swan Hill

<u>JOB TITLE:</u>	Daily Organiser
<u>REPORT TO:</u>	Deputy Principal, Principal
<u>RESPONSIBLE FOR:</u>	The logistical operations required in the provision of daily education services for the students and staff of the College.
<u>TENURE:</u>	2023 - 2025
<u>POL:</u>	3
<u>TIME ALLOCATION:</u>	10 Lessons per cycle

The Daily Organiser will be provided with a mobile phone and any other technology required to perform the role.

The Daily Organiser must be present on-site at the school no later than 7:30 am each school day. It is reasonable to expect the Daily Organiser will be contacted by staff in the evening prior to a school day they may be absent. Staff will be encouraged to leave a voice message outside of normal work hours. A return phone call can be made, if required, at an appropriate time prior to 8:00 am.

The Daily Organiser is responsible on a day-to-day basis for the smooth and efficient operation of the daily routines of the school, across all campuses, through the process of coordinating, managing and monitoring short-term cover for teacher absences. The Daily Organiser also manages duty rosters to ensure appropriate arrangements are in place to supervise students outside of class time. They are responsible for maintaining the school calendar, as well as coordinating significant events and the use of classrooms and other common facilities.

Responsibilities and Duties:

- Managing the teacher relief system including allocating extras, in lieu and duties to teachers and Casual Relief Teachers (CRTs) in a fair, equitable and transparent manner.
- Being available each morning to arrange cover of classes and duties of absentee teachers either through the allocation of extras or in lieu to staff or by use of CRTs.
- Managing the Daily Organiser program which handles daily administrative tasks such as selecting replacement teachers to cover teacher absences, room changes redistribution of classes, lesson cancellations, and student excursions.

- Liaise with teaching staff, when necessary, regarding work left for classes affected by teacher absences.
- In liaison with the Deputy Principal and Timetabler, construct and maintain the Yard Duty Roster.
- Update SIMON to reflect staff absences and liaise with and advise relevant staff regarding staff absences.
- Inform the Deputy Principal and Assistant Business Manager of staff leave absences and time worked by CRTs.
- Liaise with the Deputy Principal to ensure that the employment of CRTs remains within budget limits.
- Liaise with the Deputy Principal to oversee the school calendar to ensure it is kept up to date with new entries, modifying existing items and removing cancelled events as required.
- Anticipate the events on the school calendar and plan for school organisation on specific days.
- Maintain staffing records for camps, tours, excursions, incursions and special events.
- Coordinate scheduling and rosters for school activities including, but not limited to: Photo Day, Immunisations, Summer & Winter Sports Alternate Programs.
- Liaise with relevant staff to ensure suitable supervision arrangements are in place for internal examinations, NAPLAN testing and Transition Days.
- Attend Staff Professional Learning Team meetings and record all approved Professional Learning on the Staff Leave calendar.
- Attend Organisation Team meetings.

SELECTION CRITERIA

- Excellent attention to detail and demonstrates analytical and problem-solving skills under pressure.
- Strong oral and written communication skills.
- A proven ability to work to deadlines.
- Demonstrated capacity for self-management.
- A strong work ethic.
- Demonstrates integrity and professionalism.
- Specific Daily Organisation software experience is desired but not compulsory.
- Excellent spreadsheet and file management skills
- A commitment to undertake ongoing professional development.
- Works collaboratively and patiently with others.

Other Duties:

To undertake other duties as designated by the Principal.

Child Safety:

Consistent with our mission as a Catholic school, the St Mary MacKillop College community is committed to a culture of child safety and a zero-tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students.

All staff must:

- Adhere to Child Safety legislation and College requirements.
- Provide students with a child-safe environment in which the inherent dignity of children and young people is respected and nurtured.
- Be familiar with and comply with the DOBCEL and St Mary MacKillop College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Health and Safety:

All staff are expected to:

1. Adhere to, and implement, safe work practices and procedures in accordance with the St Mary MacKillop College policies.
2. Work safely and report any hazards in accordance with school procedures.
3. Monitor and take full care of the health and safety of others.
4. Participate when required in the resolution of safety issues.