



Position Information Document

Daily Organisation Coordinator

Staff Name:

Role Grade: Grade 4
Final classification and remuneration may vary, depending on the successful applicant

Role Stream: Administration

Reports to: Assistant Principal Teaching & Learning
All positions ultimately report to the Principal.

Department: Timetabling & Daily Organisation Team

Direct Reports: Nil

Employment conditions are in accordance with the Catholic Schools Enterprise Agreement 2020 (and as amended/replaced).

1. BROAD PURPOSE

Gleeson College is a faith-filled community providing its members with the opportunity to discover, develop and use their God-given talents and abilities in the service of others.

Staff at Gleeson College are required to demonstrate a commitment to the belief that all students can be thriving people, capable learners, leaders for the world God desires, providing educational support to ensure that students develop the knowledge, skills and attributes they need to thrive in a rapidly changing and complex world.

Under moderate direction, the position of Daily Organisation Coordinator requires a wide range of advanced level and varied executive administrative duties and project work to assist the leadership team, staff and other members of the school community, to deliver an efficient and responsive customer focused administration service.

This position requires a professional and highly competent person to efficiently handle the flow of people and enquiries associated with the day-to-day administrative running of the school absences, reliefs and yard duties, as per designated processes, policies and procedures.

This role may provide back up support to the Timetabler Coordinator.

2. SPECIAL CONDITIONS

Any additional hours must be pre-arranged and approved in accordance with College Policy. Reasonable out of hours work will be required at times in accordance with the Enterprise Agreement.

3. KEY WORKING RELATIONSHIPS

- Assistant Principal Teaching and Learning
- Temporary Relief Teachers
- Timetabler Coordinator
- HR Manager
- Relief Teacher Service Providers
- Principal and Leadership Team
- Teaching and non-teaching staff
- Payroll & Finance Team
- IT Department
- Student Services

4. KEY RESPONSIBILITIES

Duties include, and are not limited to:

- Provide a complete professional administrative service to the College including routine organisational activities (calendar management, scheduling TRTs and Gleeson teachers for class reliefs and duties, etc), work of a highly confidential and sensitive nature, recruitment activities (e.g. TRT onboarding and induction tours, listing positions, etc) and meeting support (as required, e.g. preparing Agendas, taking notes, follow-up actions etc).
- Liaise with the school community (teachers and temporary relief teacher pool) and service providers to effectively support school operations.
- As directed, prepare correspondence to support the administrative needs of the College.
- Use of computer software packages (i.e. Microsoft Office), including desktop publishing and web software and management information systems (e.g. Edval, Daily Cover bulletin), at an advanced level to support the effective administration operations of the school.
- Undertake responsibility for special projects where advanced administrative and organisation skills are required to effectively deliver required outcomes.
- Maintain TRT and Teacher employee records effectively (in relation to Class Reliefs and Yard Duties) and apply knowledge of CESA and school policies and procedures to provide accurate advice to other employees as appropriate to the role requirements (e.g. absence and relief setting protocols).
- Ensure relevant data systems are maintained for currency of employee records and provide accurate and timely reports when required.
- Maintain leave records for staff and provide routine reports when required.
- Actively support organisation of and participate in school events/activities, meetings, required training and professional reviews.
- Undertake other duties, as required by the Principal (or delegate).

5. PROFESSIONAL RESPONSIBILITIES

- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Support and represent the ethos of our Catholic College as outlined in the Gleeson 10 and Gleeson Staff 5.
- Ability to understand, model and support positive behaviour procedures including Gleeson College behavioural management strategies and policies.
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines and procedures.
- Communicate effectively and establish positive relationships with staff, students, parents, visitors and external stakeholders.
- Complete any administrative tasks accurately and on time including record keeping.
- Demonstrate high professional standards and present an appropriate image of Gleeson College in line with the Gleeson College Dress Policy.
- Attend all meetings and events as requested by the Line Manager.

6. PERSON SPECIFICATION

Essential skills and attributes:

- A Diploma in Administration, Business or equivalent comprising a minimum of one year of study and/or relevant demonstrated knowledge and experience in a comparable role.
- Demonstrated experience in providing a high level of specialised administrative tasks and applying a broad knowledge base incorporating theoretical concepts with substantial depth in areas of responsibility.
- Advanced level of proficiency in using a computer and applicable programs, particularly Microsoft Office (i.e. Word, Excel, Outlook, Powerpoint), databases and other ICT equipment, and full technical competency to operate office equipment.
- Excellent interpersonal and communication (written and verbal) skills for positive engagement, role modelling, interaction and collaboration within the team, broader school community and with external parties. Experience in supervising others to achieve group outcomes is expected.
- Demonstrated ability to work under moderate direction, be responsible for own outcomes within broad parameters and remain fully competent requiring little or no guidance during the performance of work to achieve stated objectives.
- Demonstrated experience in supporting and administering projects.
- Demonstrated ability to analyse, diagnose, design and implement solutions across a broad range of functions and evaluate information and use for forecasting, planning or research purposes. Experience in preparing and monitoring a budget is also expected.
- Comprehensive knowledge of relevant policies, procedures and associated obligations to meet all compliance requirements.
- Demonstrated ability to maintain a very high level of confidentiality.
- Willingness to positively lead and support school activities/events, attend meetings and undertake required training.
- Demonstrated ability to follow procedures lead and deal effectively with emergencies and/or unexpected situations.
- An active commitment to ongoing professional learning and development.
- A high level of attention to detail.

Acquire and maintain:

- Clearance to work in Catholic Education (Catholic Police Check) and Current DHS Working with Children Check
- Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC) mandatory training.
- HLTAID012 First Aid Training (Provide an emergency first aid response in an education and care setting).
- Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

7. WORK HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012. As a **Worker** while at work you must:

- Take reasonable care for your 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 to, with any reasonable instruction given by the employer.
- Cooperate 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.

Reference: Division 4, Section 27 and 28 WHS Act 2012.

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.