



MELTON CHRISTIAN COLLEGE

Daily Organiser

ORGANISATIONAL PROFILE:

Melton Christian College is a leading P-12 school of over 1000 students in two locations. We are highly regarded, specialising in nurture, excellence, and Christ-centred schooling. We are committed to building a dedicated team of Christian educators and support staff, equipping them to invest in the lives of the students they serve. Our team are enthusiastic and positive who are committed to the mission, vision, and values of the College.

POSITION PROFILE:

The College Daily Organiser's primary function is to ensure the classes of absent teachers and educational support are appropriately covered in a timely fashion to minimise the impact on student learning and welfare.

The Daily Organiser is part of our Corporate Services Team and reports directly to Head of Operations

KEY RESPONSIBILITIES:

The key responsibilities of this role include, but are not limited to:

Responsibilities

Daily Organiser

- Take telephone calls from teaching staff reporting an absence between 0600 and 2000
- Contact casual relief teachers (CRT) and teaching agencies to confirm availability for absent teaching staff
- Be at school at 0600 to prepare work and timetables for CRTs
- Be on-call between 0800 and 1530 to manage any last-minute class/staffing changes
- Engage with the timetable team weekly for communication regarding timetable changes.
- Issuing laptops and keys in and out to CRT as applicable to their daily responsibilities
- Assist with staffing decisions regarding excursions and school-based activities.
- Maintain and update daily records of absenteeism ensuring absent staff submit relevant leave forms and corresponding paperwork
- Maintain daily CRT contact records and performance feedback
- Inform teaching staff on any feedback reported from CRT as soon as possible
- Review curriculum vitae of potential CRTs
- Liaise with the Head of Operations on employment of CRTs
- Use ICT and timetable program information to organise staffing requirements

Camps, Excursions, Events, and Incursions

- Manage Excursions, Incursions, Camps, & Retreats process ensuring that all paperwork is completed and signed off.
- Review all risk assessments to ensure standard of compliance is met
- Add all events, camps, excursions, and incursions to master calendar.
- Assist with filing and entering data onto SARS for excursions.
- Liaise with and confirm services including bus transport where required

Key Selection Criteria

1. Alignment with the vision and purposes of the College
2. Previous experience at similar organisations desirable
3. Strong interpersonal skills
4. Reliable, able to maintain confidentiality and with well-developed written and verbal communication skills
5. Solutions orientated and ability to work autonomously and proactively, taking initiative, while maintaining a high level of integrity, confidentiality, and diplomacy
6. Experienced with Microsoft Office and other PC programs
7. Must have current Working with Children Check

Occupational Health and Safety

The Daily Organiser has delegated responsibility from the Principal (for their work station/office space, equipment and facilities associated with their role) to:

- Ensure that College Health and Safety Policy and procedures are deployed within the area of responsibility
- Ensure that safe operating procedures are developed and implemented which are appropriate for the hazards and risk profile of the activities of the class/classroom/workstation/office space
- Ensure that College safety systems are implemented, and compliance is regularly audited and monitored (e.g., hazard reporting, hazardous materials storage and documentation, plant and equipment purchasing, audits etc.)
- Ensure that health and safety is a scheduled agenda item within any staff team meeting
- Ensure that all hazards which are observed, and any incidents which may occur to any person within his/her area of responsibility are reported, documented, investigated and corrective actions are implemented as identified for action
- Ensure that Health and Safety issues are identified, planned for and resources required to manage health and safety issues are included in budgets
- Support Management and Colleagues in performing their roles in relation to health and safety matters
- Ensure that regular workplace inspections and audits are carried out in accordance with College safety systems

Child Safe Culture

The Daily Organiser has delegated responsibility from the Principal to:

- Work towards embedding an organisational culture of child safety, including effective leadership in and beyond their workstation/office space
- Be familiar with and promote familiarity with the College child safe policy
- Be familiar with and promote familiarity with the additional points that establish the College's expectations for appropriate behaviour with children

- Take part in screening, supervision, training, and other human resources practices that reduce the risk of child abuse by new and existing personnel or volunteers
- Be familiar with and promote familiarity with processes for responding to and reporting suspected child abuse
- Always work to identify and reduce or remove risks of child abuse
- Always work towards appropriate participation and empowerment of children

Conditions

Related to the Educational Services (Schools) General Staff Award 2010 with a salary depending on the candidate's experience and training, Schools Holidays as leave.

Last Reviewed: 12/12/2022