**SCHOOL OFFICER – ROLE DESCRIPTION**

# **DAILY ORGANISATION**

**Purpose:**

The School Officer – Daily Organisation undertakes administrative duties for organising the supervision of classes of absent staff members, as directed by the Deputy Principal.

## **Preamble**

In this role, the school officer will interact with staff in an appropriate and professional manner. The role will also involve interacting with personnel and organisations outside the College community. In doing so, it is expected that a positive image of Clairvaux MacKillop College will be promoted as well as support for the Catholic ethos of the College. The role holder contributes as part of a team.

### **Attributes**

* Active support of the mission and ethos of the College
* Good communication and high level interpersonal skills – being able to relate harmoniously to others in the work environment and deal courteously with staff
* Ability to accept direction and supervision
* Flexibility in coping with unexpected changes to routine
* Honesty, reliability and commitment
* Maintaining confidentiality, discretion and tact at all times
* Be cognisant of and be able to use relevant digital technology
* Experience with eMinerva and Timetabler software and Microsoft Office (Word and Excel)
* Interest in professional development and a commitment to improvement
* Competency with routines, methods and procedures
* Ability to work under limited supervision.

**Role Description:**

**Daily Duties**

* First contact for phone calls, texts and emails from staff regarding absences
* Responsible for engaging supply/relief staff for contracts, daily covers and PD days
* Ensure supply/relief staff are registered on iLearn or arrange registration
* Ensure supply/relief staff are registered and active on ClassCover
* Initial contact with supply/relief staff
* Enter new supply/relief staff in the eRecruit System
* Log supply/relief staff onto WSS to ensure they can access all the CMC Network
* Ensure supply/relief staff have necessary tools for the day, e.g. map of school, laptop, work for each class
* Process supply/relief staff into WSS system allocating correct GL Codes
* Using acquired knowledge to ensure supply/relief staff are allocated to subjects appropriate to teacher qualifications.
* Process staff absence forms, as well as excursions and incursions, sporting activities and camp forms after approval is given by the Deputy Principal via ParentPaperwork:
* Engage supply/relief staff for period of cover utilizing ClassCover
* Cancel or merge classes if necessary and re-allocate teacher/s
* Ensure relevant Administration Staff are aware of changes for emergencies or evacuations
* Ensure all staff duties are covered and the entire Campus is supervised always
* Maintain a record of Personal Preparation and Correction Time (PPCT)
* In collaboration with the Deputy Principal, update Professional Learning activities via ilearn, i.e. creating an activity, and then enrolling and finalising staff attendance

**Term Duties:**

* Schedule meetings between staff around their availability to ensure minimal disruption to students and classes
* Monitor staff covers ensuring staff are given no more than 10 covers over a full load allowance per year
* In consultation with the Deputy Principal, organise and co-ordinate College events, such as photo days and immunizations:
* Manage student permissions and follows up where necessary
* Arrange for room changes when necessary
* Prepare supervision schedules and room changes for school events, such as Carnivals, Founders’ Day, Photo Day, QCS, NAPLAN

**Annual Duties**

* Provide timetabling management information for decision making for modelling alternative approaches to the timetable to allow for resource management, workload management and planning for the next academic year as requested.
* Timetable is delivered prior to the end of Term 4 and staff members have individual timetables one week prior to the close of the school year.
* Assist the Deputy Principal to create timetable for the following year including:
* Teacher subject allocation
* Student subject allocation
* Create line structure for all year levels to ensure no clashes for teachers, subject and specialty classrooms
* Curriculum restrictions for the timetable construction
* Student files – confirm all fields are complete and correct and allocate core classes to create an even spread
* Printing and distributing of student and teacher timetables

**Additional Duties:**

Where the need arises, the School Officer – Daily Organisation may be required to complete other duties assigned by the Principal.

**Authority Limit:**

Full authority is delegated from the Principal to produce the desired outcomes. Expenditure of funds connected with the position is under the control of the Principal.

**Reporting and Other Relationships:**

The role holder is responsible to, and reports on, all aspects of the role to the Deputy Principal. Relationships of significance exist with other teachers, specialists, specialist staff and volunteers.