



Marist-Sion College – Warragul

Position Description College Organisation Administrator

Marist-Sion College, Warragul, is a Catholic co-educational secondary school, inspired by the traditions of the Marist Brothers and the Sisters of Our Lady of Sion.

Our mission is to provide an **innovative education** which **integrates faith, learning** and **life** in a **welcoming community**.

STATEMENT OF DUTIES

<p>Position Summary</p>	<p>As a member of the College Management Team, the College Organisation Administrator is responsible for the day-to-day organisation, development, implementation and long-term planning, of College Timetables and daily class replacements within the College, with a focus on student continuity of learning. The College Organisation Administrator will be fully understanding of Child Safety requirements at the College, and will ensure that College organisation promotes the safety, wellbeing and inclusion of all children.</p> <p>The College Organisation Administrator is appointed by the Diocese of Sale Catholic Education Limited (DOSCEL) and is responsible to the Deputy Principal - Professional Culture and Growth.</p> <p>FTE & Position Type: Full time and ongoing Employment Category: Category C - Education Support Employee (7 weeks paid school holidays) Classification level: Level 3 Salary Range: \$75,154 - \$85,155 Contracted Hours: 7.00am - 3.00pm Campus Location: Warragul Agreement: Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022</p> <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
<p>Organisational Relationships</p>	<p>Reports to: Deputy Principal - Professional Culture and Growth Direct Reports: Daily Organiser Support Internal Liaisons: Executive Team, College Management Team and College Staff. External Liaisons: Members of the College Community, DOSCEL schools and General Public.</p>

STATEMENT OF DUTIES

Responsibilities

Organisation and Communication

- Ensure the efficient organisation and operation of the College.
- Ensure that all activities and events are communicated to staff efficiently in a timely manner.
- Oversee and manage the use of replacement classes, extra allocations and emergency teachers, in line with budget, wellbeing and operational factors.

Timetabling

- Prepare College timetables in consultation with the Deputy Principal - Professional Culture and Growth and the Deputy Principal - Student Learning Culture and Growth.
- Modify the timetable during the year as needed, due to teaching staff changes, leave and other factors that arise.
- Ensure subjects and teaching staffing are updated on SchoolData, SIMON and Synergetic as required.

Leadership

- Lead in a manner consistent with the College's Catholic identity with truth, charity and constancy.
- Energetically contribute to the realisation of the strategic intent of the College.
- Foster a culture of collaboration, connection and belonging.
- Set high standards for students and staff and challenge conduct which is unsatisfactory.
- Collaborate with the College Management Team.
- Model a leadership style and presence that reflects the vision of leadership articulated by the Principal and **DOSCEL**.

Duties Specific to the Role

- Ensure the efficient day to day organisation of the College regarding teacher absences and changes to the daily timetable
- Liaise with the Deputy Principal - Student Learning Culture and Growth and Deputy Principal - Professional Culture and Growth to allocate students to classes and prepare the College timetable.
- Develop a deep knowledge of ICT systems for daily organisation, Staff attendance monitoring and timetabling and use them effectively for function and communication.
- Manage teaching staffing and subject changes on SchoolData, SIMON and Synergetic.
- Liaise with the Deputy Principal - Professional Culture and Growth and Director of Staff Development on matters associated with replacing staff on periods of leave.
- Conduct staff replacements in line with the Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022.

STATEMENT OF DUTIES

	<ul style="list-style-type: none"> • Carefully manage the use of replacement classes and Casual Relief Teachers, in line with budget, wellbeing and operational factors. • Lead induction for Casual Relief Teachers. • Provide communication to Executive Team, Human Resources and Payroll in relation to teaching staff attendance and absence. • Lead the coordination of all College organisation relating to matters including: <ul style="list-style-type: none"> ○ Yard duty ○ Modified Timetables ○ Revision timetables ○ Preparation of examination timetables including venues and staffing ○ College photo schedules and supervision ○ Managing organisation of incursions and excursions ○ Logistics for venue changes and set up for events ○ Wet weather programs ○ Staffing of Camps/Retreats and overnight events ○ Staffing of whole College events (e.g. Inter-House Swimming, Inter-House Athletics, Inter House Cross Country, Heritage Day) • Support staff office allocation in conjunction with the Deputy Principal - Professional Culture and Growth, Director of Staff Development, Facilities Manager and Human Resources Manager. • Maintain records and prepare statistical reports with respect to leave, extras and other calendared activities for the Executive Team. • Manage Teaching Staff Time in Lieu (TIL) in conjunction with College Management Team. • Ensure that the records of student attendance/involvement in co-curricular activities are maintained. <p>Compliance</p> <ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. • Attend staff meetings as directed by the Deputy Principal - Professional Culture and Growth.
Child Safety	<ul style="list-style-type: none"> • Be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety. • Assist in the provision of a child-safe environment for students. • Demonstrate duty of care to students in relation to their physical and mental wellbeing.
Professional Development	<ul style="list-style-type: none"> • Be actively engaged in professional development in your area of work.

STATEMENT OF DUTIES

	<ul style="list-style-type: none">• Be actively engaged in researching areas of interest relevant to directions provided in the school's strategic plan.• Continue to develop ICT skills on platforms to support work.
General Duties	<ul style="list-style-type: none">• Support the Catholic Identity of the College.• Understand the relevant compliance imperative.• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.• Assist with disaster response such as test evacuations and lockdowns.• Attend staff meetings and after school services/assemblies, sporting events, Mass, community and faith days as required by the Principal.• Demonstrate professional and collegiate relationships with colleagues.• Other duties as directed by the Principal.
Skills/Attributes	<ul style="list-style-type: none">• Excellent interpersonal, communication and negotiation skills.• Ability to set and monitor high standards.• Ability to handle sensitive and confidential information appropriately.• Ability to contribute to the broad strategic intent of the College.• Ability to lead staff formation and professional learning.

Selection Criteria

College Organisation Administrator

SELECTION CRITERIA	
1. Commitment to Catholic Education	<ul style="list-style-type: none">• A demonstrated understanding of the ethos of a Catholic school and its mission.
2. Commitment to Child Safety	<ul style="list-style-type: none">• Experience working with children.• A demonstrated understanding of child safety.• A demonstrated understanding of appropriate behaviours when engaging with children.• Be a suitable person to engage in child-connected work.• A demonstrated understanding of Mandatory Reporting.• Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.
3. Education and Experience	<p>Essential:</p> <ul style="list-style-type: none">• A qualification in Administration or related area, and/or equivalent work experience.• A minimum of Certificate 2 in First aid is essential (the College will provide this training if necessary). <p>Desirable:</p> <ul style="list-style-type: none">• Experience in a School or Higher education facility.
4. Interpersonal and People Skills	<ul style="list-style-type: none">• Developing People.• Leading, managing and supporting a Team.• Ability to have a positive influence on the culture of the College.
5. Extensive secretarial / administrative skills, and the ability to manage competing tasks simultaneously	<ul style="list-style-type: none">• Creative and lateral thinker.• Ability to set and monitor high standards.• High level of analytical, conceptual, and problem-solving skills.• A commitment to fact-based decision-making and process improvement.• Ability to contribute to the broad strategic intent of the College.• Proven experience in leading teams, building capacity in others, and working as part of a team.• Excellent time management, planning and organisational skills.