



Position Description

Position Title	College Daily Organiser
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	St Anne's College
Location	<i>Kialla</i>
Enterprise Agreement and / or Award	Catholic Education Multi-Enterprise Agreement 2022
Classification	Category B, Education Support, Level 2 (receives 12 weeks paid school holidays)
Remuneration	As per the CEMEA
FTE	Part-time FTE 0.73 (receives 12 weeks paid school holidays) <i>For a suitable applicant, this position could be expanded to incorporate the College Timetabler position, increasing to a combined Full Time 1.0 FTE</i>
Status	Ongoing
Reports to	Principal Deputy Principal – Learning & Teaching

Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 3 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Victorian Catholic Education Authority (VCEA), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Executive Director of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Executive Director and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

Our Vision

The vision for CES Ltd is to provide, in partnership with our families and parishes, stimulating, enriching, liberating, sacramental and nurturing learning environments drawn from the Catholic tradition in each of the diocesan school communities.

At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people, a pursuit of excellence in all levels of learning and creating communities of welcome, hospitality and inclusion.

We believe:

- that the values of the Gospel are central to who we are, what we do, and how we act
- that we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition
- that a strong sense of community is dependent on the quality of our collegial relationships
- that each person's potential is fostered through the dedicated ministry of Catholic Education
- in leadership encompassing vision, innovation, and empowerment.

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

School Summary

St Anne’s College is a Foundation to Year 12 co-educational Catholic college servicing families in the Goulburn Valley area. St Anne’s College is situated on 10 hectares of land and is located at the south end of Shepparton in a rapid growth corridor. St Anne’s College had its first intake of students in 2019 and began with enrolments in Foundation and Year 7. As each year progresses, a new year level is added in the primary and the secondary areas. The estimated college population at full capacity is around 1200 students.

Position Summary

The College Daily Organiser assists in the day to day development, administration and management of coherent College personnel timetable that ensures the delivery of quality curriculum and education to our students.

The College Daily Organiser is responsible for ensuring that all classes of absent teachers are covered with minimal impact on student learning. This includes short-term coverage by allocating ‘extras’ to existing staff and the engagement of casual relief teachers on a daily basis. It also includes accurate recording and monitoring of staff movements throughout the day and week to ensure appropriate time and attendance information is provided to payroll for processing.

This position does not follow normal school hours, and it is expected that work will be conducted daily, outside of the college hours, before and after the school day. Time in lieu will be provided during school holidays to offset any additional hours worked.

All members of staff are expected to support the College’s ethos, traditions and practices, and apply these to their work at all times.

Key Responsibilities

Daily Organisation	<ul style="list-style-type: none"> • Monitor and record staff absences on a daily basis. This will include receiving early morning phone calls from staff each day. • Engage Casual Relief Teachers (CRTs) to cover staff absences. • Ensure short-term absences of staff are covered with the allocation of extras. • Inform teachers of extras to be taken each day and record and publish on SIMON. • Record and track cumulative totals of extras taken for each staff member.
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	<ul style="list-style-type: none"> • Record daily attendance of CRTs and staff absences for payroll processing purposes. • Collaborate with staff, school and executive leaders to ensure appropriate planning and forecasting of staff absences are appropriately covered. • Organise and prepare daily and termly rosters for supervision duties. • Have an intermediate understanding of the industrial award or agreement to ensure that adherence to applicable employment conditions are firstly met, and then maintained to appropriate efficiencies. • In conjunction with, or absence of the College Timetabler, ensure timely and appropriate adjustments to class room scheduling as needed from time to time.
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Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • First Aid Certificate (or willingness to obtain) • Anaphylaxis Certificate (or willingness to obtain) • Satisfactory national police record check • General understanding and experience in a school timetable application would be highly regarded but not mandatory
	Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated commitment to Catholic Education and Catholic Identity along with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.
	Commitment to Child Safety	<ul style="list-style-type: none"> • Willingness to undergo or provide a current and satisfactory Working with Children Check.
	Skills and Attributes	<ul style="list-style-type: none"> • Highly developed problem solving skills • Outstanding organisational skills, planning and analytical capabilities • A flexible approach to work with the ability to prioritise whilst operating under pressure • Able to manage multiple tasks to meet strict deadlines • Outstanding attention to detail and commitment to ongoing improvement • Ability to collaborate and work as part of a team

		<ul style="list-style-type: none">• Solution orientated with the ability to work autonomously and proactively with a solid work ethic• High level of innovation, integrity, confidentiality and diplomacy• Excellent oral and written communication skills• Demonstrated administration experience, preferably within an educational setting• Highly proficient in the use of Microsoft Office programs• Ability and willingness to accept policy directives
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