



ADMIN ASSISTANT - RELIEF COORDINATOR ROLE DESCRIPTION SUMMARY

Effective Date of Document: July 2014
Date of Next Review: January 2015

At Sacred Heart College our most valuable assets do not appear on our balance sheet..... they are our people, those dedicated staff who individually bring their special skills and attributes to the role and who collectively come together with other like-minded people to provide a level of service excellence in all that we do.

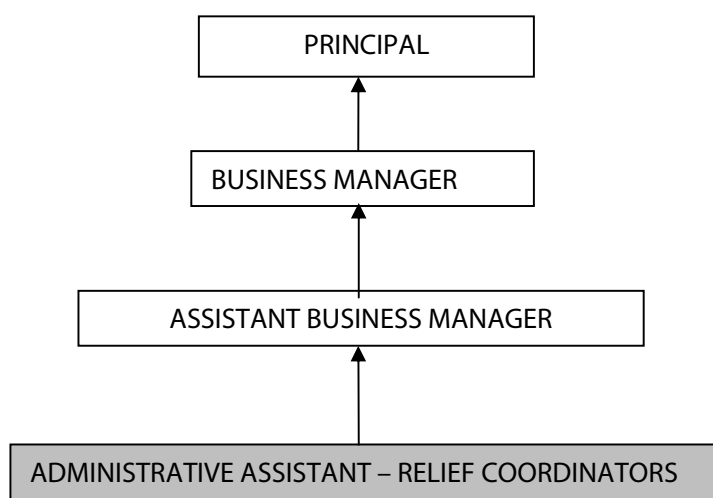
The Relief Coordinator assists in implementing the College philosophy and modelling and supporting the goals of the College Mission. They are expected to support the vision and goals of the College as a learning community and to participate in ongoing professional development and learning.

PURPOSE OF THE ROLE

The Administration Assistant - Relief Coordinator contributes to the Catholic mission of the College and its educational goals by ensuring continued student learning by ensuring all staff absences are adequately covered by either external relief personnel or internal staff; and that student timetables are kept accurate and formalised in a timely manner as to not interrupt student learning.

ACCOUNTABILITY AND COLLABORATION

The Administration Assistant - Relief Coordinator is responsible to the Assistant Business Manager to the Business Manager through to the Principal. They work collaboratively on a day-to-day basis with all members of the College staff; in particular the Deputy Principal - Curriculum.



SALARY LEVEL, HOURS OF WORK AND AWARD

Salary: Administrative & Technical Officers Award

Hours: 7.00 am – 3.00 pm Monday to Friday (42 weeks per year)
Some after hours work may be required from time to time.
Some additional work may be required during term holidays as mutually negotiated.

Award: Administrative and Technical Officers Staff EBA

KEY AREAS OF RESPONSIBILITY

The primary responsibility of the Administration Assistant - Relief Coordinator is to assist the Deputy Principal(s) in the management of teaching and support staff absences. In particular, the Administration Assistant - Relief Coordinator is responsible for:

- Arranging cover for teaching and support staff absences on a daily basis.
- Coordinating room changes as required covering various events.
- Timetabling – assist the Deputy Principal with timetable management and associated responsibilities;
- Ensure all casual relief staff have accurate and up to date paperwork including put not limited to WWCC and TRBWA etc.
- Preparing casual relief payment forms.
- Prepare internal relief additional payment forms.
- Provide general assistance to the Deputy as required;
- Provide general administration assistance as required;

KNOWLEDGE, SKILLS AND EXPERIENCE

The person will have:

- A sensitive appreciation for the Catholic ethos of the College;
- Experience in a similar role or a demonstrated skill set that will compliment.
- Excellent interpersonal and (written and oral) communication skills;
- High level organisational, administrative and time management skills;
- Appropriate computer related software application skills (knowledge of MAZE and SEQTA preferred).
- The ability to work independently and as a member of a team;
- Proven ability to show initiative and take direction;
- The ability to work systematically towards the achievement of strategic objectives;

KEY PERFORMANCE OBJECTIVES

- Ensure daily reliefs are completed and distributed by 8.30am;
- Provide casual and part time pay sheets for Assistant Business Manager;
- Record and maintain staff absences on MAZE due to Professional Development courses;
- Input data in a timely and accurate manner for the master timetable with direction from the Deputy Principal;
- Ensure timetable is finalised in time for the College fee billing process.
- Complete ongoing timetabling tasks e.g. roll over electives etc;
- Manage room changes on an as needs basis e.g. exams etc;
- Manage excursion timetabling and ensure data is entered on the MAZE calendar;

- Ensure secure and confidential storage of exam papers.
- Ensure confidential management and distribution of exam papers.
- Assist the Deputy Principal – Curriculum with timetabling tasks as required;

OUTCOMES (WHAT SUCCESS WILL LOOK LIKE):

- Staff are adequately covered when absent;
- Timetables are maintained in an accurate and correct manner for students and teachers;
- Room changes are made with in a timely manner with minimum disruption.
- Casual relief staff complies with mandated CEO regulations including but not limited to processing current licences and registrations.
- Exam papers are kept secure and distributed in a timely manner for exams to commence.
- Room changes are made within a timely manner with minimum disruption;
- Pay sheets are completed accurately and in a timely manner for processing;
- Room changes are made within a timely manner with minimum disruption.
- Overall satisfaction of the Business Manager of duties performed.

MEASURES / KEY PERFORMANCE INDICATORS

- Reliefs completed and distributed daily by 8.30am at the latest;
- Timetables are maintained in an accurate and correct manner and readily available at all times;
- Relief list is maintained and kept up to date at all times;
- Deputy Principal – Curriculum is satisfied with performance.

PERFORMANCE REVIEW

In the tradition of learning communities, performance development strives to create a culture of growth, development and lifelong learning, where staff have clearly defined roles and identified standards of performance, and have ultimate responsibility for their own development.

It is desirable to create a work environment that supports, nurtures, recognises and rewards ongoing development. The giving and receiving of performance feedback should be open, constructive, objective and actionable.

The role of the person will be formally appraised at least on an annual basis and will follow these guidelines:

- Review the past year.
- Plan for the future.
- Affirm achievements.
- Consider professional development opportunities.

Employee Name _____

Employee Signature _____

Date _____

Manager Name _____

Date _____

Manager Signature _____

Date _____