



St John's Regional College is a Catholic Co-Education College of 600 students, with a proud Lasallian and Presentation Heritage.

St Johns Regional College is committed to Child Safety and Wellbeing. All employees are required to have a sound knowledge of Child Safety Standards, Policies and Procedures and adhere to the Child Safety Code of Conduct.

Key Responsibility Areas and Duties

Position Objectives:

This role provides daily organisation and administration support to the College in its day to day operation. Additionally, they provide administrative support to the transition team, student services and, as a first responder, provide medical first aid with other members of the wellbeing and administration team. The Daily Organisation & Administration Officer will be required to liaise with both internal and external stakeholders to coordinate activities and transportation and will play an integral role in ensuring the daily operations of the College runs smoothly. There is potential for this role to expand into timetable development and management with the College providing appropriate professional learning and training.

Key Responsibilities

Daily Organisation & Timetable

- Oversee the daily organisation of the College, including the compilation and oversight of the following arrangements in conjunction with the delegated administrative support:
- Allocate 'extra' supervisions, and replacement classes throughout the year, including all appropriate material required by supervising teachers/CRT's to enable them to carry out their duties.
- Manage employment of CRT/Emergency teachers.
- Publish, at the beginning of each academic year, a policy regarding the allocation of 'extra' supervisions, and replacement classes and report of this allocation at appropriate times throughout the year.
- Completion of Yard duty rosters and allocation of replacements;
- Bus supervision Roster
- Internal and external examination schedules and allocated supervisions with seating plans
- Edit and maintain the routine timetable including all room changes
- Allocate timetables to new enrolments throughout the year
- Assist with student subject changes and selection process
- Provide timetable data to digital resources providers as required
- Implement effective communication systems in conjunction with the Deputies including use of the public address system, and operation of bells.
- Plan and assist with Emergency Management processes
- Organise College photographs.
- Provide leave and CRT records to the Business Manager for payroll purposes on a fortnightly basis
- Liaise with local Council and oversee all aspects of student immunisation program and staff flu injections
- Arrange and allocate supervision for all Whole College Events and Co- Curricular Activities providing assistance with organisation where required
- Calendar management



Administration Tasks

- Operoo Administrator for management of student profiles, professional development, excursion approvals and leave records
- Assistance with the parent / student / teacher interview process
- Provide administrative support to members of the Executive, House Leaders and Learning Coordinators as required
- Print timetables, class lists etc. as required
- Other duties as and when required

Key Selection Criteria and Qualifications

Essential:

- Ability to identify with the Catholic ethos of St John's Regional College.
- Ability to establish and build strong relationships with both colleagues and external stakeholders.
- Sound level of administrative and organisational skills with the ability to work independently as well as part of a team.
- Advanced competencies in Microsoft Office as well as timetable and data base applications
- Excellent organisational skills with attention to detail.
- Ability to work under pressure and meet tight deadlines while maintaining positive effective relationships with colleagues.
- Excellent verbal and written communication skills
- The ability to prioritise tasks and organize workload accordingly.
- Flexibility in responding to work requests.
- Ability to show empathy and act in a confidential and professional manner at all times.
- Provide timely information to the College Leadership Team to enable decision making
- Professional and neat appearance at all times.
- This position requires a level 2 first aid certificate.
- This position requires a current Working with Children Check.
- Ability to commence duties each day at 6.30 – 7am in a 38 hour week

Further information

Employment	Full Time
Report To	The Principal through the Business Manager
Tenure	Possibility of Ongoing
Award	Victoria Catholic Education Multi Enterprise Agreement 2018
Date	May 2023

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