TYNDALE CHRISTIAN SCHOOL
God's Truth Prevails
SALISBURY EAST

Position Title	Daily Organiser	**Career Group**	Administration
Classification Level	5.1 (18-20)	**Reporting To**	Principal
Sub-school	Whole School	**Executive Leader**	Principal

Purpose of the Role

The Daily Organiser is accountable to the Principal and contributes to the provision of quality daily staffing organisation and administrative support for the Schools. The Daily Organiser is responsible on a day-to-day basis for the smooth and efficient operation of the sub-schools by coordinating, managing and monitoring cover for teacher absences and/or special events. The nature of the position means that work hours are flexible; some out-of-hours work will be required. Receiving and making phone calls to arrange teacher cover from early in the morning into the evening can be expected on a rostered basis.

Additional Working Relationships

The position will also be accountable to the Heads of Sub Schools where responsibilities pertain to that sub-school.

A Christian Example

Each employee is required, in connection with their work, to behave in a manner consistent with the principles and beliefs and in accordance with the Christian ethos of the School, as contained and interpreted in the Vision, Mission, Core Purpose, Statement of Faith and Core Values. They provide a specifically Christian role model and example:

- to all students and families associated with the School, as well as others outside the School community;
- of a faith-filled and Christ-centred life;
- performing their role diligently and with a servant heart; and
- showing that the body of Christ has many parts, and each part has a role to play that other parts are dependent upon, just as each employee is dependent upon others.

In their interactions with students, parents, other staff, contractors and visitors, employees will be sensitive to the needs and circumstances of others, showing grace and forgiveness, and always being prepared to speak or act as an example of a follower of Christ.

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Summary of Work Responsibilities

1. Provide high quality support to teaching staff as the main point of contact for School staff who are absent and require class coverage by:
   a. Contacting and allocating Temporary Relieving Teachers (TRTs) to cover lessons and other duties for which staff are absent;
   b. Arranging teaching staff to cover absences, being mindful of staff needs and special circumstances in the allocation of additional duties;
   c. Maintaining records of active TRTs, including availability details, leave and payroll requirements.
   d. Liaising with Heads of Sub Schools and other leadership staff to ensure high quality relief teaching practices; and
   e. Contributing to the effective induction of new employees.

2. Contribute to the school calendar and coordinate various sub-school functions in an effective and efficient manner that is responsive to School requirements, including but not limited to:
   a. Special functions and photo days;
   b. Timetabling, collating and distributing the exams including arranging staff supervision and the management of special provisions in liaison with key staff
   c. Working in conjunction with the key staff, to administer the invigilation and Special Provision requirements of the Year 12 examinations.

3. Contribute to a safe and healthy workplace by:
   a. following WHS instructions and policies;
   b. reporting accidents and hazards;
   c. generally caring for their own safety and that of others, including volunteers, students and parents, that may possibly be affected by actions or inaction; and
   d. actively participating in rehabilitation and return-to-work programs.

4. Attend professional development and training required by the School, and actively seek opportunities to increase knowledge, experience and skills held.

Essential Criteria

Attributes that must be held in order to perform the job to a satisfactory standard.

General requirements

1. Have a sincere faith in Jesus Christ and are involved in their local church community.
2. Have a passion for Christian education and integrating a Christian biblical worldview into curriculum, pedagogy and their professional witness and relationships with students and the wider school community.

Qualifications, education and professional memberships

1. Nil

Abilities, aptitudes and skills

Have the demonstrated ability to:

1. Good written and verbal communication skills with people of all ages and backgrounds.
2. Excellent problem-solving skills.
3. The ability to handle competing demands in a professional, responsive and respectful manner.
4. Time and work management skills that ensure workload is managed and deadlines met according to agreed priorities.
5. Attention to detail and application of techniques to ensure data accuracy.
6. An eye for professional presentation of documents that upholds the quality and reputation of the School.
7. An interest in professional presentation, both of the individual and the work environment.
8. Flexibility and a positive attitude towards change.
9. Desire to contribute to and promote a harmonious and cooperative team environment.
10. Maintain the confidentiality of information and protection of information according to privacy requirements
11. Demonstrated ability to work collaboratively and effectively in a job-share arrangement, ensuring strong communication, consistence and continuity with the role.

Experience

1. Experience in daily organisation, organisation of events, and communication with multiple stakeholders.

Knowledge

1. Working knowledge of Timetabling Solutions/Daily Organiser software or similar or a willingness to learn.
2. Sound working knowledge of Microsoft Office applications and the Office 365 suite.
3. An understanding of the operation of general office and communications equipment.

Agreement

The requirements of this job description are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job description should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Immediate Responsible Officer and their Executive Leader to support the School's compliance with its legislative obligations. The Immediate Responsible Officer may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

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By signing this job description, I agree that it accurately reflects my role.

Employee Signature:	Date:
Print Name:	