



DAILY ORGANISER AND TIMETABLER POSITION DESCRIPTION

REPORTING TO: Principal of Melton

CAMPUS: Melton

TENURE: Permanent

INTRODUCTION:

Heathdale Christian College is a co-educational, day school with campuses at Werribee and Melton.

Staff are required to work and act in accordance with the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos, and Christian practice of the College.

POSITION SUMMARY:

The Daily Organiser and Timetabler are integral to the smooth delivery of daily educational services for students and staff across the College. These roles provide essential support to all staff by coordinating day-to-day planning and managing staff replacements to ensure continuity in operations. Collaboration with staff is key to ensuring all logistical details are considered, enabling the effective implementation of College programs. This position also oversees the timetabling requirements specific to the Melton campus and works closely with leadership to ensure the system is produced efficiently and on schedule.

KEY RELATIONSHIPS:

- Principal of Melton
- Deputy Principals
- Teachers
- Staff and Casual Staff
- Personal Assistant – Melton
- Administration Team - Melton

KEY RESPONSIBILITIES & DUTIES:

A. Key Tasks

Daily Organisation

- Receive and act upon notifications of staff absence on a day-to-day basis
- Arrange cover of classes and duties of absentee teachers through the allocation of extras for existing staff or by engaging casual relief teachers (CRTs).
- Prepare a daily extras allocation publication notice before 8:00am daily.

- Monitor staff absences and the number and spread of extra classes undertaken by teachers.
- Managing a relief system that is fair, equitable, and transparent to all.
- Assist in the allocation and supply of staff for supervision to each area of the Primary & Secondary school, e.g., yard duties, etc.
- Liaise with other Administration staff to support all functions for the smooth running of the whole College daily.
- Publishing and distributing the Daily Notices that list the extra details for staff and notices for students.
- Liaising with teaching staff regarding work requirements for classes affected by teacher absences.
- Organising changes to rooming and redistribution of classes where necessary.
- As required, organise staff for attendance or relief of special events/occasions including but not limited to, Naplan staffing and exam staffing.
- Prepare and distribute the daily notices.
- Prepare for onsite induction for new CRT's.

Timetable

- Work closely with the Deputy Principal to support the construction of the timetable and arrange timetable adjustments as necessary throughout the year.
- When required, discuss timetable adjustments with the external provider, Timetabling Solutions.
- Implement student selection and development of student options from the data.
- Communicate finalised timetable in a timely manner.
- Communicate web preferences to students and parents promptly.
- As required, enter the subject changes (timetabling)

Excursions / Events / Camps

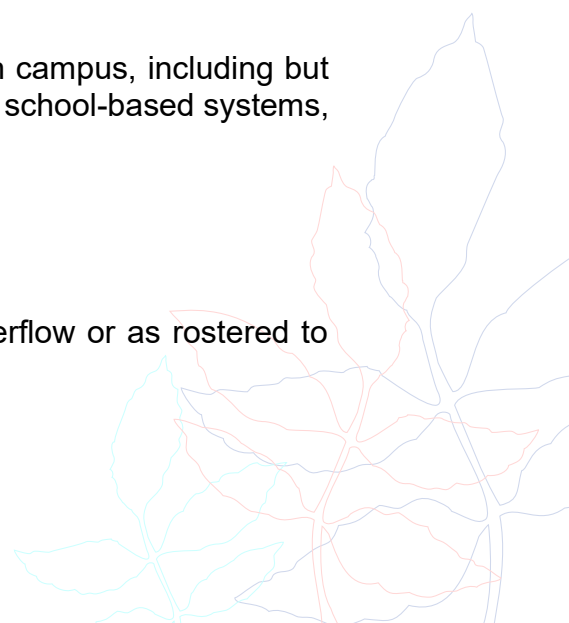
- As required, ensure that each excursion/event/camp relevant to the Melton campus staffing and timetable/daily org is updated.
- As required, ensure the school-based system is updated and maintained.

Student Attendance

- Complete the student attendance for the Melton campus, including but not limited to, monitoring the inbox, updating the school-based systems, and sending notifications as per our process.
- Provide weekly reports to the school leaders.
- Work closely with the Werribee campus.

Share Responsibilities

- Back up reception to provide support in the overflow or as rostered to provide breaks for the reception staff.



- As required, provide assistance in campus-based events (especially end-of-year functions).

B. Accountability

- Ability to work methodically to manage multiple tasks within set timelines/frames in an efficient and supportive manner.
- Demonstrate a high level of communication, professional and interpersonal skills when relating to all members of the College community and the wide community.
- Strong organisational skills in prioritising own workload and maintaining records.
- Provide assistance to other team members and colleagues if or when required.
- Adhere to College policies, procedures and practices.
- Adhere to the College expectations regarding personal and professional presentation, confidentiality, and dress.
- Attend and if required participate in daily staff devotions.
- Participate and attend staff meetings, taking minutes and storing records as required.
- Participate in Professional Development as required.

C. Child Safety

The College has a zero tolerance of child abuse.

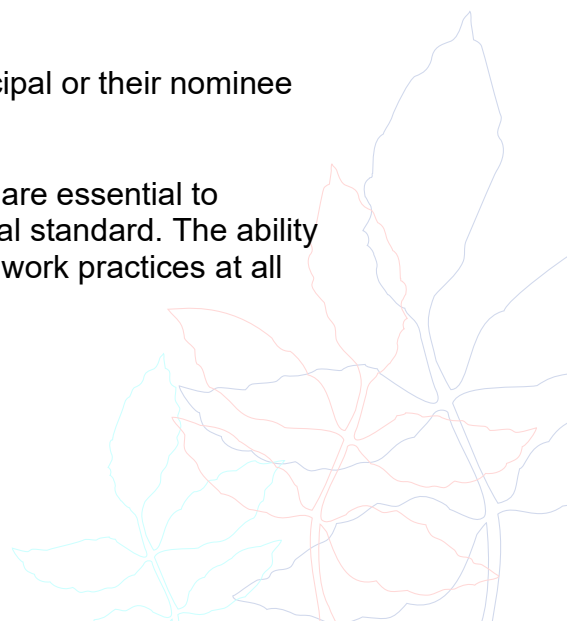
This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment. For more information, please refer to the College website at <https://www.heathdale.vic.edu.au/about/policies/>

OTHER DUTIES:

Any other assigned duties may be directed by the Principal or their nominee as required and in consultation.

Display and have the ability to perform the tasks which are essential to perform job productively and to the required professional standard. The ability to work effectively in a team, ensuring safety and good work practices at all times.



COLLEGE EXPECTATIONS:

All staff are expected to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate in leading College devotions that involve staff and students and attendance at the staff spiritual enrichment days.
- Support the College's guidelines and policies.
- Perform your responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team\ s in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform your responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

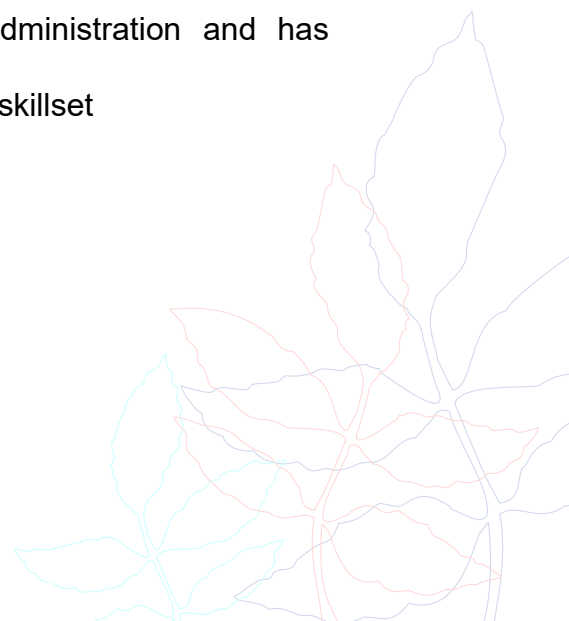
REMUNERATION:

The salary will reflect both qualification and experience.

Annual performance and salary reviews will be conducted by the Principal of Melton.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Certificate IV preferably in Business / Administration and has substantial office administration experience.
- Excellent written and verbal communication skillset
- Solid organisational skills
- Valid WWCC 'E' & Police Check



ATTACHMENT 'A'

Key Relationships defined:

WITH	PURPOSE	FORUM
Principal of Melton	To provide ongoing support to the Principal ensuring capacity to lead the school.	As required
Deputy Principal	Work closely with the Deputy Principal to provide day-to-day support to the timetable and daily org requirements	As required
Teacher Staff	If or when teaching staff are away, to support and provide replacement staff with the relevant information to ensure students' learning remains seamless.	As required
Staff and Casual Staff	Be the direct contact with staff and casual staff.	As required
Personal Assistant	Ensure open and clear communication is regularly occurring with the Personal Assistant, to ensure that any tasks/events are being managed and organised within a timely manner.	Meeting regularly Meetings will be organised and as required
Administration Assistants	With closely with the College's Administration Assistant to learn from their processes in relation to Daily Org procedures	As required

