



## **ESO | Daily Administrator Coordinator**

### **Position Information Document**

#### **Daily Administrator Coordinator**

Grade	ESO Grade 4 (Administration Stream)
Employment	Full-time
Engagement	Fix Term Contract   22 July – Friday 27 <sup>th</sup> September 2024 Work hours 7am – 3pm <i>* Some out of hours work will be required.</i>
Responsible to	Administration Team Lead

#### **Context**

As a Catholic school in the Mercy tradition and inspired by the Gospels, we work in partnership with families enabling students to flourish in all aspects of their humanity and thus contribute to a better and more peaceful world.

It is our vision to be a sustainable, internationally minded world-class school, providing a holistic educational experience for our students within a unique culture and community where we honour our Catholic traditions and live the Mercy Keys of Compassion, Loyalty, Justice, Integrity, Responsibility and Mutual Respect in our daily interactions and strategic decisions.

#### **Role Purpose**

The ESO – Daily Administration Coordinator is responsible for ensuring, in collaboration with relevant staff, that appropriate staffing levels are maintained in the Middle and Senior School on a daily basis.

#### **Key Working Relationships**

- The Principal
- The Deputy Principal
- Head of Senior School
- Head of Middle School
- Middle & Senior School Staff
- Personnel Administrator
- School Staff
- Temporary Relief Teachers
- Visitors, Parents and Contractors to the College

#### **Role Accountabilities and Responsibilities**

- Administratively coordinate the day-to-day operations of the College with the allocation of appropriate staffing levels under the general guidance and supervision of the Head of Senior School in accordance with College policies and procedures and the Enterprise Agreement. This will require out of hours work for the provision of receiving and making phone calls, emails etc.

- Work with relevant staff to strategically plan in advance the coverage of staff absences for various school activities (ie. Excursions, camps, examinations etc), for the Middle and Senior School.
- Work with relevant staff to strategically plan and cover absences for short term pre-planned staff leave (ie. LSL - for up to 3 weeks).
- Contribute to the creation and maintenance of the College yard duty rosters.
- Oversee the completion of time sheets, leave records and payroll paperwork for Middle and Senior School Staff.
- Oversee the completion of time sheets and payroll paperwork for Casual Relief Teachers and producing timely reports to the payroll department for the payment of relief teachers.
- Generate various reports directly related to role, to various relevant staff as required or requested.
- Maintain a healthy reserve of Casual Relief Teachers, ensuring all current with the College required criteria of certifications.
- Perform any other duties as required by the Deputy Principal or Principal.
- All College staff are required to adhere and assist in the maintenance of WH&S requirements within Mercedes College as per Appendix 1.

### Person specification

- Excellent organisational skills and flexibility with the ability to prioritise tasks, multi-task, problem-solve, meet deadlines and be accountable for outcomes.
- To be able to think strategically to initiate operational improvements.
- A high level of understanding and compassion, with the ability to exercise tact, good judgement, discretion and deal appropriately with sensitive matters.
- Demonstrable experience collaborating as a member of a multi-disciplinary team
- Strong ability to exercise judgement, use initiative and problem solve effectively to resolve issues
- Acceptance, respect and understanding of the Catholic tradition, culture and ethos of the College.
- An understanding of the nature of Student Data and timetabling packages, including the function and purpose of a range of standard reports.
- The ability to communicate effectively, in writing and in person, with a range of internal and external stakeholders.
- Ability to be flexible and respond to current needs as they occur.
- Willingness to uphold and contribute to the culture and ethos of our Catholic College

### Qualification, experience, expertise

- Previous experience in an administrative or management role in a school. Previous experience in a similar role would be advantageous.
- Demonstrable competence in Microsoft Office.
- Excellent understanding of College activities and College policies and procedures in regards to staffing requirements.
- Good understanding and interpretation of the South Australian Catholic Schools Enterprise Agreement and relevant Awards.
- Basic First Aid Certificate (training will be provided as required).
- Current Police Clearance in accordance with the Child Protection Policy of the South Australian Commission of Catholic Schools (SACCS).
- Approved Child Safe Environments: Reporting Child Abuse and Neglect (formerly Mandatory Notification Training) or equivalent (training will be provided as required).



### General Expectations

All staff members are expected to meet the obligations of their PID and Child Protection principles and policies.

### Conditions of Employment

Salary: In accordance with the 2020 Enterprise Agreement, in force or as varied or replaced from time to time.

Other: Out of school hours work will be required from time to time.

This Position Information Document (PID) indicates the general nature and level of work performed in this role and is not a comprehensive listing of all responsibilities, tasks and outcomes.

### Approval of Position Description

This Position Information Document (PID) accurately reflects the duties and skill requirements for the position and the document has been discussed with the incumbent.

Signed (Principal or Delegate) \_\_\_\_\_ date:     /     /2024

Signed (Employee)                   \_\_\_\_\_ date     /     /2024



## **APPENDIX A - Workplace Health Safety & Welfare**

### **Commitment**

- Supporting the development and maintenance of a best practice WH&S culture within your work area.
- Adhering to safe work practices.
- Encourage colleagues and others on the worksite to adhere to safe work practices.

### **Legal and Policy Requirements**

- Comply with all relevant policies and procedures.
- Improve systems of work and safe work practices.

### **Plans and Budgets**

- Implement relevant actions in WH&S plans as required by your supervisor or the Principal.

### **Performance and Training**

- Participate in relevant WH&S training programmes.
- Provide appropriate WH&S training for persons using designated areas.
- Include WH&S goals in your performance plans in consultation with your supervisor or the Principal.

### **Risk Management and Hazard Control**

- Report Hazards and unsafe work practices associated with the workplace to your supervisor or the Principal.
- Suggest improvements or recommend changes to avoid, eliminate or minimize workplace hazards.

### **Incident Reporting and Investigation**

- Report work related injuries and incidents in accord with the Catholic Church Safety Manual.
- Participate in the investigation of potential hazards, dangerous occurrences and near misses in accord with the Catholic Church Safety Manual.

### **Consultation**

- Raise WH&S issues with their work colleagues, supervisor or the WH&S committee and assist in their resolution.
- Regularly discuss WH&S issues with other staff at Staff Meetings.
- Regularly consult with colleagues on WH&S issues and actively participate in WH&S meetings if required.

### **Monitoring**

- Monitor and evaluate their WH&S performance.
- Monitor the health, safety and wellbeing of work colleagues, to ensure that they undertake their work safely.
- Participate in workplace WH&S inspections/audits and assist in the maintenance of WH&S facilities, resources, equipment and information.
- Monitor workplace WH&S performance and progress of the WH&S action plan for the site.