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| Reporting to: | Deputy Principal |
| Status: | Ongoing |
| Tenure: | Full-time (5 weeks' annual paid leave, 6 weeks' unpaid leave) |
| Salary: | General Staff Level 4 |
| Hours: | 38 hours per week; 6:30am – 2:30pm Monday to Friday |
| Prepared | August 2022 |

Position Context

Hume Anglican Grammar is a multi-campus co-educational Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus.

Since 2011, the School has occupied the Mt Ridley P-12 campus of 10 hectares, this site will ultimately have some 1,400 students. In 2019, it opened a 8-hectare second campus in Donnybrook. Commencing with junior primary, each year additional classes and year levels are added so the campus will ultimately have an enrolment of 1,300 from Prep to Year 12. This year, the school has 2,005 students and employs some 210 staff - 146 teaching and 64 non-teaching.

In 2023, the School will open its third campus in Kalkallo, as a Primary (P-6) school and as feeder to the Mt Ridley and Donnybrook Secondary schools, it will follow a similar growth pattern to Donnybrook with eventually some 600 students. In 2022, the first classes for the new campus have commenced and are being accommodated at the Donnybrook campus, to then move to the new site in 2023. Currently, the student enrolment at each campus is: Mt Ridley 1,355, Donnybrook 525 & Kalkallo 125.

The school is on a growth trajectory and in 2023 is expected to increase to 2,300 students and ultimately have some 3,300 students (Mt Ridley 1,400, Donnybrook 1,300 and Kalkallo 600) with a corresponding cohort of teaching and general staff on its three campuses with plans for further expansion.

Purpose of the Position

The Daily Organiser is responsible on a day-to-day basis for the smooth and efficient operation of the daily routines of the School, across campuses, through the process of coordinating, managing and monitoring short-term cover for teacher absences. The Daily Organiser also manages duty rosters to ensure appropriate arrangements are in place to supervise students outside of class time. They are responsible for maintaining the school calendars, as well as coordinating significant events and the use of classrooms and other common facilities.

The Daily Organiser is an extremely organised and proficient coordinator of school operations. Whilst completing their duties they actively seek ways to improve their own practice and to progress organisational efficiencies. They are skilled at organising events, planning activities and coordinating others.

Nature of the Position

The Daily Organiser works 41 weeks of the year which includes the 38 term weeks, one week of the mid-year break and two weeks prior to the commencement of the academic year. All paid and unpaid leave must be taken during non-term weeks. The Daily Organiser works a 38-hour week (or part thereof) and commences duty at 6:30am to be available to receive phone calls and messages. They must be present at school no later than 7:30am each school day with duties concluding at 2:36pm. It is reasonable to expect the Daily Organiser will be contacted by staff in the evenings prior to a school day they may be absent. If the contact occurs late or earlier than 6:30am, a voice message can be left.

The Daily Organiser will be provided with a school mobile phone and any other technology required to perform the role.

Responsibilities and Duties

Subject to the discretion of the Principal, the Daily Organiser is responsible for managing school operations across campuses of the School.

Responsibilities include:

- Managing the teacher relief system including allocating reliefs and duties to teachers and Casual Relief Teachers (CRTs) in a fair, equitable and transparent manner
- Being available each morning to arrange cover of classes and duties of absentee teachers either through the allocation of reliefs to staff or by the use of CRTs
- Managing the Daily Organiser program which handles daily administrative tasks such as selecting replacement teachers to cover teacher absences, lesson cancellations, student absences, student excursions and changes to student attendance at lessons
- Liaising with Assistant Principals to ensure all daily needs are being met
- Being mindful of staff needs and special circumstances in the allocation of duties, especially in adhering to the Staff Work Policy
- Developing and implementing effective and efficient processes and procedures for informing school staff on a daily basis of their responsibilities with regard to required duties
- Producing the Daily Bulletin and communicating to all staff
- In liaison with the Assistant Principals and Heads of Teaching and Learning, constructing and maintaining the Yard Duty Roster
- Updating the timetable and school portal with changes to rooming, classes or staffing
- Liaising with and advising relevant staff regarding staffing changes
- Organising changes to rooming and redistribution of classes where necessary
- Informing the Payroll Administrator of the time worked by CRTs
- Liaising with the Staffing and Recruitment Coordinator to ensure CRTs have up-to-date VIT registration and personal records are maintained
- Assisting the Staffing and Recruitment Coordinator inducting CRTs to ensure that they are fully aware of all school policies, procedures and expectations
- Monitoring and reporting to the Deputy Principal the performance of CRTs to ensure they fulfil the expectations of a teacher
- Liaising with the Deputy Principal to ensure that the employment of CRTs remains within budget limits
- Notifying the Business Manager, via the Daily Bulletin, of General Staff absences
- Assisting in the construction of workforce reports by providing relevant statistics and data to the Director of Human Resources and others as required
- Liaising with the Deputy Principal to oversee the school calendars to ensure they are maintained accurately and with appropriate detail, modifying existing items and removing cancelled events as required
- Anticipating the events on the school calendars and planning for school organisation on specific days
- Participating in the process involved in developing the annual school calendar
- Maintaining records for camps, tours, excursions, incursions and special events
- Liaising with the School's contracted photography partner and with the First Aid Officers to ensure that annual photograph and immunisation days are planned and booked
- Coordinating schedules and rosters for school activities such as Photo Day and Immunisations

- Providing oversight and supervision on the day of school activities, such as Photo Day and Immunisations
 - Liaising with the Director of Teaching and Learning, Heads of Teaching and Learning, Assistant Principals and the VCE Coordinator regarding arrangements for internal examinations
 - Notifying the Staffing and Recruitment Coordinator, the Payroll Administrator and the Deputy Principal of staff absences and CRT employment
 - Liaising with the Deputy Principal and Assistant Principals regarding cover for teachers on extended leave
 - Assisting in the organisation of special school events, in particular the allocation of staff involved
 - Carrying out other duties as directed by the Principal
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Qualifications, Skills and Experience:

Essential

- High-level IT skills and experience in process design and improvement
- Exceptional attention to detail
- Strong oral and written communication skills
- Availability for contact outside of school hours and commence work at 6:30am
- Ability to maintain confidentiality and deal with staff empathetically

Desirable

- Previous experience in a similar role
 - Experience with using timetabling and/or school management software packages to manage the Daily Organiser's work
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Personal Qualities

Essential

- Outstanding organisational skills, planning, analytical and strategic thinking capabilities.
- Strong interpersonal skills to build relationships with key stakeholders
- Ability to work effectively in a high pressure environment
- Commitment to personal growth and continuous improvement
- Personal sense of initiative, enthusiasm and high energy

Desirable

- Demonstrated interest in ongoing personal professional development.
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Key Selection Criteria

1. Experience working in a role with similar duties.
2. Excellent organisational skills, planning, and problem-solving capabilities.
3. Ability to work in a high pressure workplace with proficiency in managing competing demands.

This Position Description may be altered from time to time to meet the operational needs of the School.