ROLE

The primary role of the Daily Organiser and Administration Officer will be to work with the Director of College Operations in developing, establishing and managing Human Resource allocation across the College. As well as attending to the duties required within this ES range, specific roles will involve:

- Working as a key member of the Mount Ridley P-12 College Administration team and contributing to the promotion of Mount Ridley P-12 College as an integral part of the community.

- The ability to manage multiple tasks and be a self starter. Personal qualities of objectivity, sensitivity and integrity, along with strong levels of initiative, will be required. The appointee will have excellent communication skills.

- Manage daily staff absences and replacements.

- At the request of the Principal, perform duties that will assist in the delivery of improved learning and teaching practices and the efficient functioning of the College.

RESPONSIBILITIES

As well as performing the responsibilities required within this ES range, specific tasks will include:

General Administration

- Proficient use of administrative packages including CASES 21, 1st CLASS, and Recruitment Online; all facets of the Microsoft Office Suite of programs (including Outlook, Word, Publisher and Excel); and the internet (particularly Microsoft Internet Explorer). The appointee will be responsible for maintaining an efficient data and record storage system, including retrieving electronic data and producing routine reports as requested.

- Perform general reception duties, including visitor enquiries, and the collection and receipt of money from students and parents.

- Screen and route telephone calls, take and distribute telephone messages and organise parent/guardian meetings.

- Assist in the organisation of College events.

- Participate in team meetings, including writing up agendas and taking and distributing minutes to relevant personnel.
**Human Resources**

- Administer the daily staff absence system. This will include receiving information (by phone or email) directly from staff who will be absent from work.

- Employ and coordinate Casual Relief Teachers (CRT’s) to cover teaching staff absences.

- Liaise with the Director of College Operations regarding the selection of CRT’s.

- Allocate and distribute ‘extra’ classes equitably to staff, including maintaining a record of ‘extras’ undertaken by staff.

- Ensure all staff are informed of changes to the daily organisation of the College.

- Oversee and liaise with teachers who organise alternative timetabled programs, eg: excursions, incursions, camps.

- Maintain records of Professional Development and other non-routine days used.

- With the assistance of Team Leaders and Leading Teachers, maintain and update files containing lesson materials for ‘extras’.

- Liaise with the Director of College Operations and Business Manager, to ensure CRT records are maintained and payments arranged.

- In conjunction with the Director of College Operations, maintain records of staff absences.