



Position Title	Daily Organisation Administrator
Reports To	Timetable Coordinator
College Objective	<p>At Geelong Lutheran College it is expected that each staff member will support the Christian ethos of the schools. A good example for Christian living is to be given to children and parents by words and actions.</p> <p>The Christian Education environment we offer depends largely on the maturity and professionalism of all staff. Therefore, it is expected that all staff members co-operate fully with the Head of College, Principal, other staff and the School Council in adhering to the policies, teachings and fostering the ethos, culture and traditions of Geelong Lutheran College.</p> <p>Staff are expected to support the Christian ethos of Geelong Lutheran College and to demonstrate courtesy, co-operation and teamwork with fellow members of staff.</p>
Position Overview	<p>The Daily Organisation Administrator will report to the Timetable Coordinator. The Daily Organisation Administrator must be focused on the timely delivery of quality outcomes, receptive to changing technology and focused on administrative procedures. The Daily Organisation Administrator duties of the position (as set out below) necessitate a starting time of 7.00 am.</p>
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Daily Organisation <ul style="list-style-type: none"> • Arrive at school by 7.00 am to receive messages/emails from absent staff • Ensure all classes and yard duties have teachers allocated to them when the scheduled teacher is absent • Organise casual relief teacher replacements • Ensure casual relief teachers have the necessary details of classes to be covered (class roll, lesson plan and accompanying work left by the usual teacher) • Enter staff absences into SIMON (notified by phone or email) • Manage Cover Lesson Repository • Liaise with Heads of Schools to allocate any unallocated CRT time • Maintain a comprehensive and accurate record of covers and staff replacement allocations • Work in conjunction with the HR Manager in regard to staff absences • Manage staff covers for excursions and other school related activities • Set up and maintain casual relief teacher folders and update materials required for CRT • Approve invoices from College affiliated recruitment agencies • Review and manage internal CRT lists and Agency preferred teachers list with the HR Manager • Induct new CRT's to the College • Manage Daily Organiser emails

Selection Criteria	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful Daily Organisation Administrator.</i></p> <p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> • Support for the Christian ethos of Geelong Lutheran College • Discretion, confidentiality, honesty and integrity • Ability to establish effective working relationships as a team member with excellent interpersonal skills • Ability to display initiative and work with minimal supervision. <p>QUALIFICATIONS AND EXPERIENCE</p> <ul style="list-style-type: none"> • Recent relevant experience in a school setting or fast paced Administration environment • Extensive experience working with the Microsoft Office suite and administrative software/browser applications. (Training will be arranged for the specific software/browser applications used by Geelong Lutheran College). Currently the College uses SIMON, Timetabler, PAM programs • A Police Check (not more than 6 months old) and a current Working with Children Check and First Aid Certificate. <p>SKILLS</p> <ul style="list-style-type: none"> • Able to demonstrate an understanding of the importance of school resource planning • Able to demonstrate exceptional organisational skills, attention to detail while also understanding the big picture • Able to demonstrate a high level of computer skills and adapt quickly to GLC platforms including data base management • Is versatile and demonstrates initiative • Highly developed analytical and problem solving skills
Classification	<p>Salary: Lutheran Education (Victorian Schools) Multi Enterprise Agreement 2018 School Officers Award Grade B</p> <p>Terms: Part time</p> <p>Hours: 7.00 am – 11.00 am</p> <p>Location (Base): Geelong Lutheran College Armstrong Creek</p>

STATEMENT OF COMMITMENT TO CHILD SAFETY

Geelong Lutheran College is committed to being a Child Safe organisation. The College has a zero tolerance for child abuse and is committed to acting in children’s best interests and in keeping them safe from harm. The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

Geelong Lutheran College is an Equal Opportunity Employer