



Daily Organiser / Timetabler

Position Description

Role Summary

The Daily Organiser/Timetabler plays a pivotal role in ensuring the smooth and efficient operation of the College's daily activities. This position is integral to maintaining the continuity of teaching, learning, and overall school function by coordinating staff deployment and managing the academic schedule. In conjunction with the Vice Principal, Teaching and Learning, the position is also responsible for the development and construction of the timetable for each semester.

Responsibilities

Daily Organiser

- Receive emails and calls from staff regarding absences and arrange cover for classes, pastoral meetings and duties (incl tutor group, yard duty, etc)
- Complete the daily running sheet, advising staff of absences and classes to be covered and any room changes
- Allocate rooms for SAC sessions
- Liaise with the Head of People, Research and Professional Growth and Vice Principal Teaching and Learning in covering staff attending professional development days, excursions, trips and camps
- Book all CRTs and provide instructions to them as required
- Liaise with People and Culture to ensure all CRTs meet compliance requirements
- Assist in seeking replacement staff for staff taking extended leave (e.g. LSL)
- Provide report to Accounts Department for CRTs
- Produce reports for Executive Team to visualise replacement and absent staff data, including highlighting trends

Timetabler

- Construct, implement and maintain the school timetable in alignment with teaching and learning and pastoral objectives
- Produce staff and student timetables, taking into account subject selection information, new student admissions and resourcing constraints
- Ensure that all timetables are current and synced with the Learning Management System (CANVAS), Synergetic and the Daily Organiser module
- Action timetable adjustments, including any changes to class groups, subjects, staffing, trimester and semester rotations as directed by Vice Principals and/ or Director of Academic Care

- Construct and maintain Year 7 and 8 team structure document
- Construct timetables for NAPLAN, examinations, Years 7 and 8 End of Semester Common Tests, VCE Introductory and Revision Sessions, Foundation Day Rehearsals, End of Year Student Program and other school programs as required
- Construct and maintain yard duty roster, emergency extras roster and other supervision rosters including examination supervision rosters
- Provide class information, staff lists and loads and other data from timetable as required
- Download data from Web Preferences as required for timetable completion and adjustments
- Liaise with Admin System Support to upload subject allocations and semester timetables for students and staff
- Provide data to accounts for student subject levies and other associated charges
- Proactively seek opportunities for process improvement to enhance efficiency and effectiveness in timetabling and daily operations.
- Collaborate with Director of Operations to ensure smooth coordination of all aspects related to timetabling and daily organisation

Safeguarding Responsibilities

In addition to meeting your core functions, duties and responsibilities as outlined, all staff are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services • Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain valid 'working with children' documentation
- Undergo periodic 'national criminal history record' checks
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

OH&S Responsibilities

- All staff are also required to:
- Take reasonable care for their own safety;
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- Cooperate with any reasonable policy or procedure of the School in relation to health or safety at the workplace that has been notified to staff;

- Report all incidents or hazards that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace or plant used at work
- Attend and participate in any OH & S training or in-service seminars arranged by the School
- Engage openly with School in any consultation on OHS issues, or information brought to their attention, to assist the School meet its obligations under the OHS Act

Skills, Experience & Qualifications Required

- Proven capacity to construct complex timetables
- Knowledge of timetabling software, ideally 'Timetabling Solutions'
- High-level IT skills, and advanced knowledge of Excel
- Excellent interpersonal, written and verbal communication skills
- Well-developed organisational and time management skills
- Demonstrated capacity to maintain confidentiality
- Relevant tertiary qualifications and experience
- Relevant qualifications and/or training in child safety and wellbeing
- Current Employee Working with Children check or VIT

Reporting To

Vice Principal Teaching and Learning