



Guilford Young College

## **Daily Organisation Administrator**

### **Application Package for Applicants**

Applications Close:  
Thursday 21 December 2023, 4pm

## General Information

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving over 16,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Within the Archdiocese there are thirty-eight Catholic schools administered by the TCEO;

- ❑ 35 Archdiocesan Schools
- ❑ 3 Congregational Schools (Dominic College, St Virgil's College, St Francis Flexible Learning Centre)

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director, School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and commitment to, the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1959, is the central administrative and co-ordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmania Catholic Education Single Enterprise Agreement 2018
- CECT Policies
- School Policies

For further information click the following links to access the CET and school website:

[www.catholic.tas.edu.au](http://www.catholic.tas.edu.au)  
[www.gyc.tas.edu.au](http://www.gyc.tas.edu.au)

## Application for Employment

<b>Position – Ongoing</b>		<i>Please select role/s</i>	
<input type="checkbox"/> Daily Organisation Administrator			
Family Name		Given Name(s)	
Postal Address			
Telephone:	Work <input type="checkbox"/>		Home <input type="checkbox"/>
	Mobile <input type="checkbox"/>		please tick preferred contact number
Email Address:			

### Educational Qualification – Detail Highest Academic Qualification Awarded

Qualification			
Institution		Year Awarded	

Tasmanian Teacher Registration Number <i>(if applicable)</i>		
Catholic Education Accreditation Level Attained <i>(if applicable)</i>		
Working with Vulnerable People check		

### Referees

Please provide the names of three referees who are able to comment on your recent work experience and skills.

Name		
Postal Address		
Phone Number		
Email Address		
Name		
Postal Address		
Phone Number		
Email Address		
Name		
Postal Address		
Phone Number		
Email Address		
Signature		date



## ROLE DESCRIPTION

<b>Role title:</b>	Daily Organisation Administrator
<b>Classification:</b>	Business Services, Level 3
<b>Contract Type:</b>	Part-time (40 hours per f/n, 0.53 FTE), ongoing, work hours negotiable but could include paid availability outside of onsite requirements
<b>School/College:</b>	Guilford Young College
<b>Is responsible to:</b>	Director of Organisation (1 at each campus)
<b>Key relationships:</b>	Principals, Staff, Relief Staff, Administrative Team Leader, Payroll Manager

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## ROLE ACCOUNTABILITY

The Daily Organisation Administrator is primarily responsible for the coordination and engagement of relief teaching staff to cover staff absences. They will support the Director of Organisation at each campus to ensure all daily organisational matters are efficiently planned, implemented and communicated to staff in a timely manner.

Under the proposed work hours for the role, the Daily Organisation Administrator would work with high autonomy alongside broad direction using discretion, judgement and initiative in performance of role.

Within the role, the successful candidate supports the Catholic Identity and Evangelising Mission and works collaboratively with other staff and members of the school community to assist students to achieve enhanced learning outcomes.

## KEY RESULT AREAS

### Staff Absence Coverage

- Ensure that all relief staff have the required Teacher Registration and WWVP Registration and inform key relationships of any new relief staff engaged by the College
- Implement an Induction process for relief staff when they first work at the College, including liaising with the reception staff and ensuring that relief staff are provided with relevant policies of the College
- Plan for and cover staff absences utilising current College staff supervision and external relief staff, where appropriate, whilst aligning to relevant College and legislated requirements.
- In collaboration with with the Director of Organisation, coordinate longer term relief for extended absences by staff.
- Ensure that supervising staff or relief staff know the structure of the class/es that they are covering for the day and are provided any materials or lesson outlines submitted by the absent staff member.
- Plan for the cover of any lunch or recess duties due to staff absences.
- Maintain a database on the use of staff supervisions to cover staff absences.
- Provide a detailed weekly report on absences and coverages to the Director of Organisation.

## **Organisation and Communication**

- Organise and oversee communication of daily arrangements including broadcast of absent staff members.
- Liaise with the Director of Organisation to disseminate Campus specific details to staff daily.
- Maintain records and provide data relating to own roles, as requested by the Director of Organisation.
- Arrange and execute other duties under the reasonable direction of the Director of Organisation.
- Meet regularly with the Director of Organisation to plan, review and collaborate on staff absences and required coverage.
- Develop positive relationships with colleagues and other members of the school community and maintain a positive and professional demeanour at all times.
- Maintain a positive attitude towards new and different ideas and approaches.
- Attend, as required, meetings as convened by management and staff.
- Build relationships across the school community to ensure effective communications and delivery of services.

## **Personal effectiveness**

- Demonstrate integrity and meet the standards of conduct expected.
- Participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice.
- Overcome obstacles and recover and learn from setbacks through self-development.
- Participate in staff learning programs and attend appropriate professional learning (PL) opportunities when required.
- Seek and apply constructive feedback from Line Manager/s to improve knowledge and practice.

## **Resources and organisation**

- Plan and organise workflow to accomplish established objectives.
- Utilise specialised programs relevant to relief coordination including Schoolbox, Connect and Simon
- Use school property, resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures.
- A College Laptop and if appropriate a phone to assist in the completion of duties.

## **Safety and compliance**

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
  - take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace.
  - contribute to safe systems of work.
  - promote a culture of safety in the workplace.
- Create a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.
- Undertake relevant Catholic Education Accreditation requirements associated with the role.
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes, guidelines and applicable laws.

## **PERSONAL CAPABILITIES**

- Proficient with office equipment and technology and use of Microsoft Office and Google suite of applications.
- Able to work independently with broad direction.
- Highly effective administrative and decision-making skills that demonstrate clarity, competence and a collaborative approach.
- Demonstrated professional integrity
- Able to work collegially in a team environment
- Able to apply high-level communication skills, both verbally and in writing to a wide range of people.
- Excellent time management and organisational abilities.
- Demonstrated accuracy and attention to detail.
- Reliable and dependable.
- Demonstrated openness and ability to adapt and coordinate change.
- Able to use initiative to anticipate and create practical solutions to problems.
- Able to maintain integrity and confidentiality when dealing with sensitive information and matters.
- Able to manage and resolve conflict in a constructive manner.

## **EVIDENTIARY REQUIREMENTS**

### **Essential**

- Valid Working with Vulnerable People Registration
- Current and satisfactory National Police Criminal History Check (NPCHC)
- Current Tasmanian vehicle driver licence
- Accreditation A: Accreditation to work in a Catholic school, or willingness to work towards

### **Desirable**

- Cert III or above in Business Administration or similar.
- Proven experience working in high-paced environment under broad direction.

## **ENVIRONMENTAL CONDITIONS AND PHYSICAL DEMANDS**

The Daily Organisation Administrator role is located in a busy, open area office and is subject to constant interruptions and frequent communications with others whilst undertaking tasks that require attention to detail and high levels of accuracy.

The Daily Organisation Administrator uses a variety of information and communication technology, office equipment and resources. The role will involve frequent sitting and standing and require fine motor and control skills, auditory and visual functions. Some lifting of supplies and materials may be required from time to time.

## Final Check List for Applications

Before sending in your application, use this checklist to make sure you have not missed out any important details. Please ensure that you submit:

- Signed and dated Application for Employment Form
- A cover letter of introduction stating the reasons you are seeking the position
- A current copy of your Curriculum Vitae, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken
- Succinctly addressed the Key Result Areas of the role  
Hint: describe how your Personal Capabilities, knowledge and experience demonstrate your ability to undertake the role
- Included any other relevant information you wish to submit

Applications are to be addressed to Mr Blair Brownless, Principal (acting), Guilford Young College and forwarded electronically by 4.00pm, Thursday 21<sup>st</sup> December 2023 to [employment@gyc.tas.edu.au](mailto:employment@gyc.tas.edu.au)

Upon receipt of an application, you will receive a confirmation of receipt via email within two business days.