



**ALL SAINTS'  
COLLEGE**



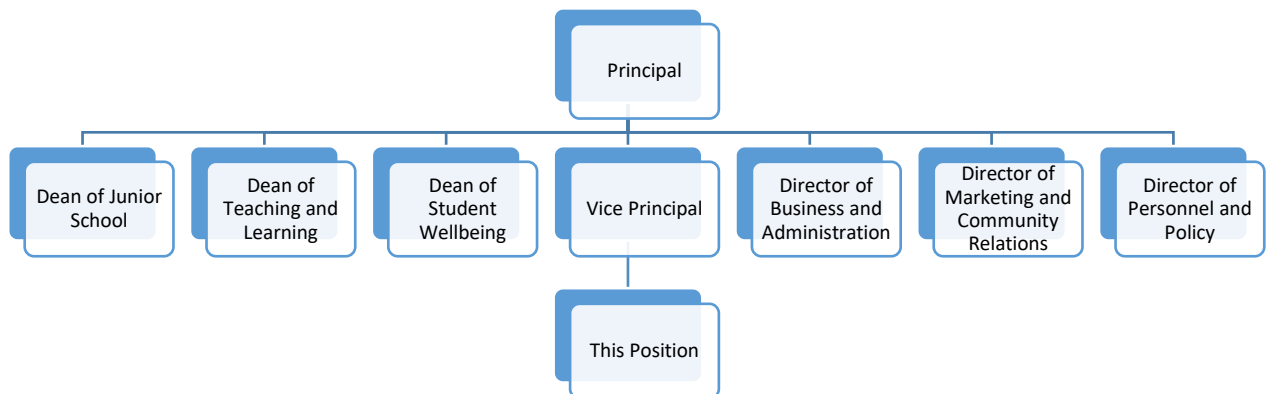
## DUTY STATEMENT RELIEF ADMINISTRATOR

*All Saints' College prioritises the safety, welfare and wellbeing of children and young people, and expects all staff and volunteers to share this commitment.*

### POSITION PURPOSE

Reporting to the Vice Principal, the Relief Administrator is responsible for managing the day-to-day relief requirements of the Senior School teaching staff.

### ORGANISATION STRUCTURE



## KEY RESPONSIBILITIES

The Senior School Relief Administrator will support the College's mission by undertaking the following duties, which reflect the accountabilities and responsibilities that are integral to the successful performance of this position:

### 1. Senior School Relief Administration

- (a) Manage in a forward-looking, timely and efficient manner the relief and duty requirements for Senior School teaching staff.
- (b) In consultation with the Vice Principal, calculate relief loads for Senior School teaching staff.
- (c) Interview and conduct referee, WWC and TRBWA checks for possible new relief staff, and complete inductions for all new staff.
- (d) Maintain accurate employment records for all externally appointed relief staff, which includes obtaining copies of TRB, WWCC, Police Clearance Certificates and academic qualifications (original documents must be sighted).
- (e) Manage the Senior School campus duty roster inclusive of noting absences that are communicated out of hours.
- (f) Manage all leave and payments for staff and maintain all records relevant to the relief process.
- (g) Identify and recommend optimal processes and procedures across departments and the College.
- (h) Prudently manage, and report termly on, the relief budget to ensure cost effective use of internal and external resources, which includes ensuring payments are accurate and timely.

*In order to undertake this aspect of the role effectively, the RA is required to carry and maintain a College-issue mobile phone.*

### 2. Room Timetabling

#### During Examination Periods

- (a) Responsible for creating a timetable with room changes during the examination periods for the senior school.
- (b) Liaise with the Vice Principal, Director of BBI and senior teaching staff and advise room changes accordingly, relative to the examination timetables and affected timetabled classes.
- (c) Update relevant room changes in SEQTA and Edval using the Edval Daily Module.

#### Miscellaneous/adhoc room Changes – Term Time

- (a) Responsible for any adhoc room change requests during term time at the senior school.
- (b) Liaise with facilities when necessary with room bookings/amendments.
- (c) Liaise with the Vice Principal and teaching staff with requests for room and timetabling changes throughout each term.
- (d) Liaise with the senior teaching staff of any room changes in due course; update in SEQTA and Daily Organiser Module on a daily basis.
- (e) Manage any adhoc changes booked through Assetware (FM Expert); extract data from Edval; liaise with Facilities Department.

### 3. Staff Expectations

- (a) In this role is privy to much personal and sensitive information. As with all staff, but particularly so given the nature of the role, the staff member will serve as a good ambassador of the College, conducting oneself in accordance with the values and the professional standards of the College.
- (b) As part of this professionalism, ensure sensitivity and confidentiality concerning information about staff.
- (c) Ensure all stakeholders are provided with a quality service in a timely, efficient, professional and friendly manner.
- (d) Strive to implement productivity, quality and service improvements on a continual basis, ensuring that any change management and all communication occurs according to College protocols and professional courtesy.
- (e) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- (f) Comply with Occupational Health and Safety requirements in the workplace.
- (g) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (h) Operate as a 'team player' at all times and fully support the Principal, Leadership Team and activities of the College.

### 4. Other Duties

- (a) On occasions, the RA may be directed to undertake other duties as required.

*The College recognises that Duty Statements are dynamic documents.  
They are reviewed annually or as required.*

November 2020