



Daily Organisation and Events Officer

Title	Daily Organisation and Events Officer
Classification &	Category C-4 (Education Support)
FTE / Tenure	Full Time / Ongoing
Hours of Work	7am to 3pm
Key Report	Vice Principal Staff & Operations Director of Timetabling and Operations
Award	Catholic Education Multi-Enterprise Agreement 2022
Membership	Operations Team Administration Team

Purpose of the Position

The Daily Organisation and Events Officer is responsible to the Vice Principal Staff & Operations and the Director of Timetabling & Operations for the duties outlined below, in accordance with Catholic Regional College Caroline Springs policies and procedures.

The purpose of the role is to support the effective day-to-day operation of the College through the coordination of Daily Organisation processes and the administration of camps, excursions, cultural immersion programs, events and other student activities. The role provides high-level administrative support across a range of operational functions, ensuring the accurate and timely management of staff absences, replacement arrangements, student program documentation, communications, compliance requirements and liaison with external providers.

The Daily Organisation and Events Officer works closely with the Director of Timetabling & Operations to ensure the efficient delivery of Daily Organisation processes, including staff replacement allocation, room changes and operational adjustments. The role also works closely with the Vice Principal Staff & Operations and relevant program leaders to support the administration and delivery of camps, excursions, events and student programs across the College.

As a member of the College staff, the Daily Organisation and Events Officer will promote and uphold the Catholic values of the College and present a positive and appropriate public profile. The Daily Organisation and Events Officer will actively participate in the implementation of the College vision and mission statement and be guided by the College motto of Live Fully Act Justly.

Key Contacts

- Vice Principal Staff & Operations
- Executive Assistant to the Vice Principal Staff & Operations
- Director of Timetabling & Operations
- College Events Coordinator
- Sports & Camps Coordinator
- Human Resources & Compliance Manager



Key Roles and Responsibilities

In collaboration with the Vice Principal Staff & Operations, the Daily Organisation & Events Officer will work to achieve best outcomes within Daily Organisation and Events Administration by ensuring that they:

Daily Organisation

- coordinate the day-to-day administration of Daily Organisation functions across the College
- coordinate staff replacement arrangements for daily absences in consultation with the Director of Timetabling & Operations and the EA to the Vice Principal
- manage and maintain accurate records relating to staff absences, replacement allocations and Casual Relief Teacher (CRT) utilisation
- coordinate the engagement, booking and administration of CRTs
- publish Daily Organisation information including covered classes, room changes and operational updates
- ensure Daily Organisation information is accurately reflected within College systems including EMS360 and Compass and/or their equivalent
- provide administrative support to staff regarding leave processes, staff absences and Daily Organisation procedures
- liaise with teaching staff regarding replacement work and ensure appropriate information is available to supervising staff
- assist with the onboarding and administration of CRT
- maintain and update Daily Organisation procedures, resources and documentation
- prepare reports and operational data relating to absences, replacement allocations and CRT utilisation
- support the Director of Timetabling & Operations with daily operational adjustments and staffing requirements
- assist in identifying and resolving operational issues that may impact the daily running of the College
- maintain a high level of confidentiality at all times
- provide timely and considered advice to both the Vice Principal Staff & Operations and the Director of Timetabling & Operations relating to all staff matters that arise through daily organisation.



Events Administration

- provide administrative support for all camps, excursions, cultural immersion programs and student activities
- coordinate administrative processes associated with camps, excursions and events through EMS360 and other College systems
- liaise with external providers, venues, accommodation providers, transport operators and other stakeholders as required
- coordinate bookings, confirmations and logistical arrangements as directed by the Vice Principal Staff & Operations and relevant leaders
- prepare and distribute communications to students, families and staff regarding student programs and events
- administer parent consent and information collection processes through relevant platforms
- maintain accurate records relating to student participation, permissions, medical information and program documentation
- coordinate the collection, storage and management of risk assessments, approvals and supporting documentation
- support camp, excursion and event leaders with administrative requirements before, during and after programs
- assist in coordinating parent information evenings, briefings and program documentation
- coordinate travel administration requirements where applicable, including documentation and liaison with providers
- maintain accurate records and ensure documentation is stored in accordance with College requirements
- assist with the collection and organisation of program participation and feedback data

Compliance and Systems

- support the administration and quality assurance of camps, excursions, events and student programs through EMS360, Compass, and related systems
- monitor submissions to ensure required documentation is completed and submitted within designated timelines
- follow up outstanding approvals, documentation and compliance requirements with relevant staff
- assist staff with the use of College systems relating to student programs and events
- maintain administrative procedures and resources that support consistent student program delivery
- work collaboratively with the HR & Compliance Manager to ensure documentation and compliance requirements are met for camps, excursions and daily organisation processes
- support the maintenance of accurate records relating to student programs, events and associated approvals



General Operations Support

- support the coordination and administration of College events and activities
- maintain effective working relationships with staff, students, families and external providers
- contribute as a member of the Operations Team
- prepare correspondence, reports and operational documentation as required
- undertake other duties as directed by the Principal, Vice Principal Staff & Operations and Director of Timetabling & Operations and/or their delegates.

This role may require occasional work outside standard hours to support the effective operation of the College. The incumbent is expected to demonstrate flexibility in meeting the requirements of the position while maintaining a professional and sustainable approach to workload management.

General Qualifications

- Current Working with Children Check (or willingness to obtain)
- Current National Police Check (or willingness to obtain)
- Current Victorian Driver Licence (advantageous)
- Current First Aid and CPR qualifications (advantageous)
- Certificate IV or higher qualification in Business Administration, Education Support, Project Management, Event Management or a related discipline, or equivalent demonstrated experience
- Demonstrated proficiency in Microsoft Office applications and database management systems
- Experience working within a school environment and familiarity with school administration systems (advantageous)

Experience, Knowledge and Skills

- demonstrated experience in administration, operational support or school-based administration
- highly developed organisational skills and attention to detail
- demonstrated ability to manage competing priorities and work effectively in a fast-paced environment
- experience coordinating complex administrative processes and maintaining accurate records
- strong working knowledge of administrative systems and databases
- experience using, or the capacity to quickly learn, systems such as EMS360, Compass and similar packages
- highly effective communication and interpersonal skills
- demonstrated ability to liaise professionally with staff, families and external providers
- ability to maintain confidentiality and exercise sound judgement
- strong problem-solving skills and the ability to respond effectively to changing operational requirements
- demonstrated capacity to work collaboratively within a team environment



Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 1359 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Have a sound understanding of the eleven child-safe standards
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment.

Key Selection Criteria

1. Demonstrated commitment to the Catholic ethos of Catholic Regional College Caroline Springs and the College motto *Live Fully Act Justly*.
2. Demonstrated experience in administration and operational support, including the ability to coordinate complex administrative processes with a high degree of accuracy and attention to detail.
3. Highly developed organisational skills, with the ability to manage competing priorities, meet deadlines and respond effectively in a fast-paced environment.
4. Highly effective communication and interpersonal skills, including the ability to build positive relationships and work collaboratively with staff, students, families, external providers and College leadership.
5. Demonstrated capacity to use administrative systems and technology effectively, exercise sound judgement, maintain confidentiality and contribute positively within a collaborative team environment.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the Principal may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.