



Daily Organiser Coordinator

| | |
|-----------------------|---|
| Title | Daily Organiser Coordinator |
| Classification | Full Time (Ongoing) – Teaching |
| Tenure | 3 Year Position of Leadership (2027 – 2029) |
| POL Level | POL 3 |
| Time Release | 10 x 70-minute periods |
| Category | Teaching Staff |
| Key Report | Vice Principal Staff & Operations Director of Timetabling & Operations |
| Award | Catholic Education Multi-Enterprise Agreement 2022 |
| Membership | Operations Team |

Purpose of the Position

The Daily Organisation Coordinator is responsible to the Vice Principal Staff & Operations and the Director of Timetabling and Operations for the duties outlined below, in accordance with Catholic Regional College Caroline Springs policies and procedures. The purpose of the role is to provide leadership and oversight of all aspects of Daily Organisation across the College, ensuring the effective and efficient day-to-day operation of the school program. This includes responsibility for staff absences, class coverage, room allocations and daily operational adjustments, with a clear focus on minimising disruption to teaching and learning.

The Daily Organisation Coordinator leads and manages the Daily Organisation of the College, including the Daily Organisation support role aligned to the Executive Assistant to the Vice Principal Staff & Operations, building capacity and ensuring consistency of practice. The role takes ownership of systems and processes that support accuracy, efficiency and responsiveness, and works closely with the Vice Principal Staff & Operations and the Director of Timetabling and Operations to ensure strong alignment between Daily Organisation, timetabling and broader operational priorities.

As a member of the College staff, the Daily Organisation Coordinator will promote and uphold the Catholic values of the College and present a positive and appropriate public profile. The Daily Organisation Coordinator 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

- Assistant Daily Organiser [Direct Report]
- Executive Assistant to the Vice Principal Staff & Operations



Key Roles and Responsibilities

- lead and manage the day-to-day delivery of all Daily Organisation functions, ensuring the smooth and effective operation of the College program
- coordinate and allocate staff replacements for daily absences, ensuring appropriate coverage and minimal disruption to teaching and learning
- oversee the management of staff absences, including short-term and extended leave, in collaboration with the Vice Principal Staff & Operations and Director of Timetabling and Operations
- manage the engagement and allocation of Casual Relief Teachers (CRTs), ensuring effective utilisation and continuity of learning
- maintain accurate and up-to-date records of staff absences, replacement allocations and workload, ensuring compliance with College guidelines
- oversee the publication of daily operational information, including covered classes, room changes and key updates via the Daily Bulletin and relevant platforms
- ensure all Daily Organisation data is accurately reflected across systems, including EMS360 and SEQTA, and follow up on any inconsistencies or incomplete processes
- lead and support the Daily Organisation team, building capacity and ensuring consistency of practice
- provide guidance and support to staff in relation to leave, absences and replacement processes, including upskilling staff in the effective use of EMS360
- liaise with teaching staff to ensure appropriate work is provided for replacement classes and is accessible to supervising staff
- monitor staff workload, replacement allocations and operational pressures, escalating concerns and providing advice to the Vice Principal Staff & Operations where required
- support the coordination of College events and activities through effective daily organisation processes and staffing allocation
- contribute to the induction and ongoing support of Casual Relief Teachers, including coordination of onboarding processes and feedback collection
- assist in the collection and analysis of data relating to absences, replacements and CRT performance to support continuous improvement
- implement and maintain clear processes and protocols for Daily Organisation, ensuring efficiency, accuracy and responsiveness
- collaborate closely with the Vice Principal Staff & Operations and Director of Timetabling and Operations to ensure alignment between daily operations and broader staffing and timetabling priorities
- contribute as a key member of the College Operations Team, supporting whole-school priorities and effective coordination of activities
- undertake other duties as directed by the Principal, Vice Principal Staff & Operations and Director of Timetabling and Operations



General Qualifications

- Full VIT Registration
- Master of Education and/or Leadership, or equivalent (advantageous)
- Accreditation to Teach in a Catholic School (advantageous)
- Accreditation to Teach Religious Education and/or Lead in a Catholic School (advantageous)

Experience, Knowledge and Skills

- demonstrated experience in managing daily organisation within a secondary school setting, including staff absences, class coverage and operational adjustments
- highly developed understanding of timetabling principles, staff allocation and workload considerations within a school environment
- proven capacity to lead and manage staff, including building capability, accountability and consistency within a small operational team
- strong working knowledge of school-based operational systems, including EMS360, SEQTA and related platforms, with the ability to ensure accurate and consistent use
- highly developed organisational and problem-solving skills, with the ability to manage competing priorities and make timely, effective decisions in a fast-paced environment
- demonstrated ability to coordinate complex daily operations with a high level of accuracy and attention to detail
- strong understanding of compliance, duty of care and workforce management considerations associated with staff absences and replacement processes
- demonstrated experience in managing and coordinating Casual Relief Teachers, including allocation, induction and performance feedback processes
- highly effective communication and interpersonal skills, with the ability to work collaboratively with senior leaders, staff and external providers
- strong analytical skills, with the ability to monitor staff absences, workload and replacement trends to inform decision-making and continuous improvement
- ability to develop, implement and refine systems and processes that improve efficiency, consistency and responsiveness of daily operations
- capacity to exercise sound judgement, manage sensitive staffing matters and maintain professionalism and confidentiality at all times.

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. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*
2. Demonstrated capacity to lead and manage the daily organisation function within a secondary school, including staff absences, class coverage and operational adjustments to ensure continuity of teaching and learning
3. Highly developed organisational and problem-solving skills, with the ability to make timely, effective decisions and manage competing priorities in a fast-paced environment
4. Proven ability to lead and develop staff, building consistency, accountability and capacity within a team responsible for daily operational delivery
5. Strong understanding of school-based operational systems and processes, including the use of platforms such as EMS360 and SEQTA, and the ability to ensure accurate, consistent and efficient implementation
6. Highly effective organisational, communication and interpersonal skills, with the ability to manage competing priorities, collaborate with senior leaders and maintain confidentiality and professional judgement in a dynamic school environment
7. Proven success as an exemplary teacher

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.