



**MARIAN
COLLEGE**

Administration Officer – Daily Organisation

POSITION:	Daily Organiser
REPORTS TO:	Office Manager, Business Manager, Principal
ROLE TENURE:	Ongoing
FTE:	0.8 – 1.00
CONDITIONS:	Employment is in accordance with terms and conditions as outlined in the Catholic Education Multi-Employer Agreement (CEMEA 2022) Teacher classification or ES Category C. Remuneration is dependent on skills and experience.

OVERVIEW

All staff members of Marian College are expected to actively support Catholic education in the Brigidine tradition, as articulated in the College's vision and mission statements. Staff are required to embody the values of [Kildare Ministries](#) in their professional conduct and in the relationships, they foster within the College community. Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

ROLE DESCRIPTION

The Daily Organiser is responsible for assisting in the efficient day-to-day operations of the College. This role requires significant attention to detail through data entry and validation using a variety of platforms, alongside strong communication and interpersonal skills. The Daily Organiser will provide a high-level support to the College community, whilst always maintaining confidentiality. Although working collaboratively as part of the College Operation Team, this role will assume the primary responsibility for Daily Organisation in the College on a day-to-day basis.

CHILD SAFETY

All staff members must be familiar with and comply with the Marian College child-safe policy, code of conduct, and any other related policies or procedures. Demonstrating a duty of care to students in relation to their spiritual, physical, and mental wellbeing is paramount. Staff are expected to implement strategies that promote a healthy and positive learning environment, understand child safety standards and obligations, including mandatory reporting, and exhibit appropriate behaviors when engaging with children. Any concerns relating to child safety must be reported immediately. Any violations of school policies or codes of conduct will result in appropriate actions by the College.

RESPONSIBILITIES:

DAILY ORGANISATION

- On a daily basis, ensure that all short-term absences of staff are covered by the allocation of "extras", "in lieu's", and where necessary employment of CRT's in a manner that recognises equity and fairness and recognises individual teacher skills and qualifications along with particular class needs.
- Keep an up to date list of the "extras" allocated to each staff member as part of their load and the cumulative total of "extras" taken.
- Daily publish covered classes and room changes in the College Management System.
- Daily ensure notices are correct on the College Management System.

- To be competent in the use of the computer program, having access to a College computer and be available for contact during and out of school hours, having access to a College provided mobile phone with a message bank.
- Coordinating the employment of CRT's and their effective integration into the College with the assistance of the College Organisational Team.
- To provide all replacement staff with the necessary documentation regarding the College's routines and the current Policies, with resources required to complete their assignment.
- To provide appropriate documentation to all staff regarding all daily organisation and related issues including adjustments to the calendar via College Management System, email and staff meetings.
- To liaise with the College Organisation Team for the coverage of teachers on extended periods of absence such as Long Service Leave and Leave without Pay.
- Raise with the Assistant Principal – Staff & Strategy any absence from class concerns that you may have with respect to individual teachers.
- Report regularly and in a timely manner to the Finance Manager details of staff who have worked as CRT, or performed additional hours for the coordination of payroll purposes.
- Remind staff who have taken personal leave to submit the appropriate leave forms through to Staff Leave System.
- Develop, implement and review procedures of employing Casual Relief Teachers.
- Induct casual relief teachers to ensure that they have an awareness of all College policies and monitor their performance to ensure that they fulfil the requirements of teachers at the College.
- Produce a detailed summary of absences each term for Board Report.

PROFESSIONAL LEARNING

- Engage in ongoing professional development to enhance administrative, communication, and customer service skills.
- Stay informed about school policies, procedures, and emerging best practices to improve efficiency and service.
- Actively seek feedback and reflect on performance to contribute to continuous improvement in the role by participating in an Annual Review Process.

OTHER

- Commit to ongoing professional development in your area of work.
- Be open to researching areas of interest guided by the College School Improvement Plan.
- Other duties as directed by the Principal.

ACCOUNTABILITIES FOR ALL STAFF @ MARIAN COLLEGE

General:

- Demonstrate alignment and support for the Catholic, Kildare Ministries and Brigidine ethos of the College.
- Develop and maintain positive relationships with staff, students, parents and the wider College community.
- Actively engage in and support the College's continuous improvement initiatives by collaborating with colleagues and participating in school improvement planning.
- Understand and adhere to all relevant KM/KEM and College policies and procedures.
- Participate in relevant staff meetings, assemblies, College masses, community days, and professional learning sessions.
- Uphold a duty of care for students' physical and mental wellbeing.
- Follow the College's professional dress code.
- Participate in College community evenings and events as appropriate.

Risk and Occupational Health and Safety:

- Comply with legislated occupational health and safety practices.
- Observe safe work practices in accordance with training and instruction given.
- Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.

KEY SELECTION CRITERIA

1. Demonstrated experience in school operations and daily organisation.
2. High level of administrative and organisational skills.
3. Strong attention to detail and accuracy.
4. Proficiency in relevant software systems.
5. Effective communication and interpersonal skills.
6. Ability to work collaboratively within a team environment.
7. Demonstrated problem-solving skills.
8. Commitment to the Catholic ethos and values of the College.
9. Capacity to work independently with initiative.
10. Experience in managing staff supervision and communication processes.

QUALIFICATIONS

Essential

- Certification in Business Administration
- Working With Children Check
- A current and satisfactory National Police History Check.

Desirable

- First Aid Certificate (Minimum Level 2)
- Experience working in a secondary school environment

This position does not follow normal school hours, and it is expected that work will be conducted daily, outside of hours, before and after the school day. It should be noted that this position description, although detailed, is not exhaustive and the Principal may, at their discretion, vary the responsibilities as operational situations, consistent with this position, change.