



POSITION DESCRIPTION

RELIEF CO-ORDINATOR

Santa Maria College is nestled in picturesque gardens overlooking the Swan River in Attadale, Western Australia. It is a Years 5 – 12 Catholic school for girls, both day and boarding with 1280 students including 150 boarders. Santa Maria offers a quality education inspired by Jesus Christ and the vision of Catherine McAuley.

ROLE DESCRIPTION

The Relief Co-ordinator will work closely with the Director of Academics, Deputy Principal Teaching & Learning (DPTL) and the Academic Administrator to ensure effective supervision is provided for classes and the ongoing smooth operation of the College.

The successful candidate may be a senior administrator with outstanding ICT and organisational skills or a teacher looking for further opportunities and responsibilities.

1. RESPONSIBILITIES

- Demonstrate a strong sense of purpose consistent with the College Mission and Vision.
- Model Gospel and Mercy values and promote their importance.
- Coordinate and manage relief staff and rosters for daily staff absences.
- Organise relief staff for planned absences such as extended leave or professional learning.
- Prepare special staff rosters for specific events eg Carnivals, Year Group Programs, Reflection Days, examinations and external testing.
- Develop staff rosters for yard supervision.
- Responsibility for payment of relief staff
- Pre booking of staff for long term absences
- Other duties as required by the Principal

2. SELECTION CRITERIA

- Commitment to the ethos and values of Catholic and Mercy education.
- Experience in campus organisation, reliefs or a similar role.
- Highly developed ICT skills, particularly in regard to Microsoft Office suite, EDVAL, SEQTA and Synergetic.
- Willingness and ability to learn new ICT programs.
- An ability to work independently, show initiative and work under pressure
- An ability to foster positive relationships with staff.
- Exemplary interpersonal and communication skills
- The capacity for flexible work hours (6.30am- 1pm) during term time, with some out of hours work.
- Expertise and confidence in resolving issues.
- Excellent organisational skills and attention to detail.