



SCHOOL ORGANISATION ADMINISTRATION OFFICER

Full-time position, commencing immediately

The College is seeking an application for a School Organisation Administration Officer (SOMO). This role is responsible to the Principal and directly supports the Assistant Principal - School Organisation ensuring that the daily organisational duties of the College are undertaken in a manner consistent with the College's spiritual and educational goals.

Closing Date

4:00pm

Friday, 1 March 2019

About Salesian College

Vision

A dynamic, joy-filled learning community, Salesian College inspires all boys to strive for excellence in the spirit of Don Bosco.

Mission

Salesian College Chadstone is a Catholic School for boys in the Salesian tradition. We welcome all boys and their families, celebrate diversity and promote relationships built on mutual respect. All in the community are treated as valued partners in laying the foundation for life-long learning. We celebrate the achievements of all within an environment of joy and optimism.

Salesian College Chadstone is committed to building a caring community which:

- Ensures that a Catholic and Salesian ethos underpins all aspects of College

life within an atmosphere of respect for all

- Promotes initiative, a spirit of enquiry and a desire to strive for academic excellence through innovative and supportive teaching
- Provides students and staff with every opportunity to develop all aspects of each individual
- Practises wise governance, strategic leadership and fair processes; and
- Works in partnership with parents, families, past pupils, parishes, educational and ecclesiastical institutions and other civic agencies.

Values

- Integrity
- Respect
- Belonging
- Joy
- Dynamism

**INSPIRE
EDUCATE
BECOME**
Great men



Role Description

The SOMO works in close collaboration with, and under the direction of, the Assistant Principal – School Organisation for the following duties:

1. Organise teacher substitutions on a daily and ongoing basis
2. Manage extras instructions left by teachers to the covering teacher
3. Assist in the organisation of major College activities as directed by the Assistant Principal – School Organisation
4. Assist in Co-ordinating the Years 7 – 11 examination timetables, including staffing the exams
5. Manage casual relief teachers including hiring, allocating and reviewing
6. Create Ad-hoc rosters for Events
7. Assist in the management of the college calendar
8. Assist in the management of excursions, incursions and other college events including reviewing risk assessments for activities
9. Manage the creation and distribution of cyclical reports to staff
10. Identify any future staff absence related issues
11. Carry out other responsibilities as designated by the Principal or Assistant Principal – School Organisation

Selection Criteria

Essential Criteria

- Well developed level of computer assisted problem solving with a willingness to learn.
- Ability to manage Casual Relief Teachers and work with requirements of staff.
- Ability to efficiently manage and prioritise tasks.
- Work collaboratively and collegially
- Strong understanding of and commitment to the Catholic and Salesian ethos of the College
- Appropriate qualifications and/or experience
- Excellent communication and interpersonal skills
- ICT competence (Salesian College makes extensive use of ICT, including Learning Management systems and student laptops)
- Proven ability to work within and contribute to a team
- Strong knowledge and understanding of Child Safety legislation and responsibilities

Salary and Conditions

This position come under the Victorian Catholic Education Multi Employer Agreement 2018 and attracts a salary in the range \$55,000 - \$65,000 with 11 weeks annual leave.

Enquiries and Applications

Further enquiries should be directed to the Principal's PA, Mrs Mary Menz, at the College on 9807 2644.

Applications, together with the Curriculum Vitae and the names and contact numbers of three (3) referees, should be forwarded to:

**The Principal, Mr Robert Brennan
by email to:**

employment@salesian.vic.edu.au



**SALESIAN
COLLEGE**
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