

POSITION DESCRIPTION

DAILY ORGANISATION ORGANISER

CLASSIFICATION	TIME ALLOCATION	REPORTS TO:
Education Support Officer Category C Level 3	5 days per week (1.0FTE)	Director of Operations
DIRECT REPORTS	Nil	
APPOINTMENT TERMS		
• Ongoing/ Full time • The conditions of the Catholic Education Multi Enterprise Agreement apply to this position		

ABOUT THE ROLE

The Daily Organisation Organiser is responsible to the Director of Operations and works closely with the Operations Coordinator to provide administrative support and advice.

The Daily Organiser plays a critical role in ensuring the smooth daily operation of the school by managing staff coverage, coordinating timetables, and responding to dynamic scheduling needs. This position requires strong organisational skills, attention to detail, and the ability to work collaboratively with leadership and teaching staff to maintain continuity of learning and support across the school.

The Daily Organiser is a key contributor to the efficient functioning of the school and supports a positive and responsive learning environment.

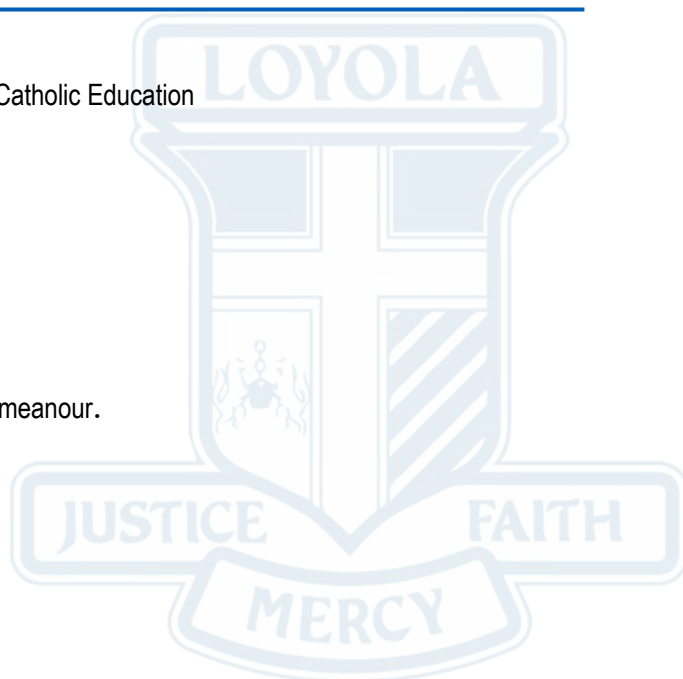
Familiarity with the needs of the College's curriculum and co-curriculum is expected.

KEY RESPONSIBILITIES:

- Advising the Director of Operations of anticipated need for Casual Relief teachers
- Setting up Casual Relief teachers each day with Laptops, copy of Daily Organisation documents and keys.
- Completing the Daily Organisation document each school day, updating this as required and e-mailing it to the relevant staff at the end of each school day.
- Entry of additional information from staff into the Daily Organisation Database including meetings, times to be kept free, school events etc.
- Ensuring room changes are recorded on the Daily Organisation database.
- Allocation of teachers to cover classes, yard duties, excursions/incursions, exam supervision and other staff duties each day as required (including adjustments required during the day)
- Maintenance of records regarding teacher loads (Extras, Underload Replacements and Replacements) and Personal Leave
- Extraction of data from timetable for school purposes (e.g. ICC)
- Review and, if necessary, modify the College's practice in the areas of timetabling, extras allocation and record keeping. This would include reviewing other software packages to ensure the most appropriate one available is being used.
- Time in Lieu record keeping
- Activities Week planning
- Exam timetabling
- Orientation timetabling
- Perform other duties as directed by the Director of Operations.

PERSONAL TRAITS:

- A clear commitment to the ethos and practice of Catholic Education
- Desire to learn new skills.
- Ability to work with a minimum of supervision.
- A positive and professional demeanour
- Responsive to staff concerns
- Ability to problem solve.
- Maintain a professional standard of dress and demeanour.



SPECIFIC SKILLS:

- Sound knowledge of Daily Org software (training available from Timetabling Solutions)
- Familiarity with Excel and other Office packages
- Attention to detail, allowing accurate planning and record keeping.
- Experience in timetable highly regarded, demonstrating strong organisational skills, attention to detail, and the capacity to coordinate staff and resources effectively.

CURRENT DUTY/HOURS:

On days when responsible for daily organisation, a 7.00am (or earlier) commencement time is required.

SALARY, CONDITIONS & BENEFITS:

- The conditions of the Victorian Catholic Education Multi Enterprise Agreement 2022 apply to this position.
- Education Support Category C, Level 3
(\$78,968 – 89,499)

Salary dependent on level of experience

- Seven weeks of annual leave per year.

This leave is structured as follows:

One week to be taken during each two-week school holiday break (typically in Term 1, Term 2, and Term 3). **Four weeks** to be taken throughout the Christmas period.

OUR VISION:

Loyola, as a Catholic co-educational College in the Ignatian tradition, seeks the education of the whole person and strives to ensure that each student achieves his or her unique potential.

We aspire to develop articulate, adaptable, discerning and confident young men and women of conscience committed to living the values of Jesus Christ in a global community.

*As a community we recognise that this is best achieved in a welcoming and collaborative environment committed to **Justice, Mercy and Faith.***

CHILD SAFETY:

The successful application is required and expected to be familiar and comply with the College's Commitment to Child Safety, Child Safety and Wellbeing Policy, and Child Safety Code of Conduct Policy and any other policies or procedures relating to child safety

Loyola College has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires Loyola College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to: Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.

VERSION:

October 2025

