

RELIEFS OFFICER - ST JOHN'S CAMPUS

Position Description

Function

The Reliefs Officer has strong knowledge of Microsoft O365, and will assist in providing secretarial, clerical and administrative services. The Reliefs Officer is required to provide effective communication, efficient organisation and carrying out administrative duties in a timely manner.

Tenure

Fixed-term, part-time. The person undertaking this role will undergo a performance review. The role will be reviewed to determine whether it should be ongoing or amended.

Classification

Relative to The Lutheran Schools SA Enterprise Agreement.

Conditions

13 hours per term weeks over 2 days at times to be negotiated with the Principal. Hours of work will be negotiated with Principal.

This role receives a First Aid Allowance.

Flexibility toward work schedules and requirements including being available to work extra or varied hours will be required.

Location

The position will be located at Concordia College, St John's Campus, 20 Highgate Street Highgate.

Line Management

This position directly reports to the Principal St John's Campus.

Essential Characteristics

Education & Qualification

- Completed secondary school
- Qualification and experience applicable to the role
- Working With Children Check & RRHAN-EC certification
- First Aid accreditation

Knowledge & Experience

- Experience working in a team environment
- Knowledge and experience appropriate to the role
- Familiarity with relevant school policies, guidelines and procedures
- Appropriate knowledge of digital technologies applicable to the role
- Experience in a similar role previously

Personal Qualities

- Demonstrates alignment with the College values:
 - **Integrity** (Our actions align with our words, even when it is difficult.)
 - **Courage** (We embrace challenge and take healthy risks.)
 - **Aspiration** (We strive for continuous growth and improvement.)
 - **Care** (We show respect and kindness to ourselves and others.)
 - **Connection** (We welcome, include and appreciate others)
 - **Grace** (We show humility, gratitude and forgiveness)
- Motivates and influences through exceptional communication and collaboration
- Demonstrates excellent professional judgement, composure and resilience when faced with challenge
- Openness to change and improvement
- Ability to work in a demanding role, including working out of normal hours.
- Projects positivity and displays genuine enthusiasm and optimism.

Lutheran Identity

1. The Reliefs Officer

- 1.1 strengthens the College's ethos through ensuring that human relationships and activities are modelled on its Lutheran identity. In this way, the **Reliefs Officer** unites with the community in continually creating Concordia College as a place of service and transformation, within the Lutheran tradition

Positional Responsibilities

2. Reporting Relationships

- 2.1 Is accountable to the Principal St John's Campus for meeting role responsibilities, agreed goals, appraisal outcomes
- 2.2 Is accountable to the Principal for day to day operations
- 2.3 Meets all accountability requirements as set down by the College's policies and directives
- 2.4 Meets the accountability requirements of Concordia College and other state and national legislative bodies, with specific attention to matters of child protection, and Workplace Health & Safety. Concordia College has zero tolerance for child abuse and is committed to providing an environment where children and young people are safe and feel safe, as outlined in the College's Child Protection Policy.

3. Decision Making

- 3.1 Consults with all relevant stakeholders in decision-making matters, as appropriate, ensuring that the best interests of all are maintained
- 3.2 Takes direction from the Head of College and the Principal St John's Campus

4. General

- 4.1 Assists the Head of College in fulfilling the aims and purposes of Concordia College and supports and maintains the philosophy and ethos of the College as summarised in the Mission Statement
 - 4.2 Assists the Head of College in keeping with the ethos, values and traditions of the College
 - 4.3 Has an understanding of, and demonstrates a strong commitment to, the ethos and practice of Lutheran schooling and Christian living
 - 4.4 Accepts the delegated responsibility and authority vested by the Head of College
 - 4.5 Consistently shows support for, and leadership within, school-wide policy initiatives and strategic plans, both within and outside the College
 - 4.6 Understands, leads, promotes and works within the parameters of the College's security, privacy and copyright policies and practices
 - 4.7 Attends meetings and other appropriate committee meetings as directed by the Head of College
 - 4.8 Complies with Legislative requirements and the Lutheran Schools SA Enterprise Agreement
 - 4.9 Is familiar with, leads in, supports and ensures the implementation of WHS policies and practices as appropriate
 - 4.10 Complies with all College policies, including policies introduced or varied after the employment commences
 - 4.11 Performs duties according to the College Workplace Conduct Policy for staff
 - 4.12 Is required to install and use a company approved Two Factor Authentication application on their personal phones to enable access to the College schools ICT systems
-

- 4.13 Understands and applies the College's child safe policies and procedures, including identifying and reporting risks, identifying child abuse indicators, disclosures and internal and external reporting obligations
- 4.14 Leads in and performs tasks and out-of-hours duties to fulfil the responsibilities of the role, and as required
- 4.15 Leads, promotes and maintains a positive and productive workplace environment
- 4.16 Understands and applies the College's child safe policies and procedures including identifying and reporting risks, identifying child abuse indicators, management of disclosures and internal and external reporting obligations
- 4.17 Undertakes other duties as required by the Head of College and the Principal St John's Campus.

5. Knowledge & Understanding

- 5.1 Demonstrate a high level of proficiency in the use of ICT, especially with Synergetic, Microsoft O365, Complispace, SEQTA, Teams, and Timetabler
- 5.2 Demonstrate accurate, timely and appropriate communication and record keeping skills
- 5.3 Competently apply role expertise and be well experienced
- 5.4 Have knowledge of schools and how structures, procedures and expectations impact students

Use of Skills and Problem Solving

- 5.5 Have interpersonal skills which are professional, positive and effective
- 5.6 Provide accurate information in response to enquiries and College needs
- 5.7 Apply solutions to a range of problems
- 5.8 Identifies urgent matters for attention

Control, Authority and Decision Making

- 5.9 Performs tasks within established guidelines and with minimal supervision, whilst recognising the collaborative and team focused nature of the role
- 5.10 Exercises appropriate independent professional judgement within the scope of the role
- 5.11 At times, works under direction on specific tasks
- 5.12 Complies with the College codes, policies and procedures
- 5.13 Meets deadlines

Judgement

- 5.14 Determines priorities within the requirements of the role
- 5.15 Provides accurate information using discretion and judgment
- 5.16 Consults with the Principal and relevant stakeholders as appropriate
- 5.17 Locates, analyses and evaluates and provides accurate information as requested

6. Role Specific - Responsibilities and Accountabilities

- 6.1 Manages and arranges reliefs on a daily basis
- 6.2 Ensures that temporary relief teachers have completed all relevant employment documentation and that the Director of People & Culture receives a copy via the People & Culture team

- 6.3 Provides required resources and information to enable the TRT to carry out their duties
- 6.4 Arranges and manages yard duty and other rosters/schedules as required
- 6.5 Ensures that classes are adequately staffed
- 6.6 As required, communicates processes, reminders and concerns to teachers
- 6.7 Informs the Principal St John's Campus of concerns
- 6.8 Where required, assists the SSO with First Aid, including assistance for students with diabetes and medications
- 6.9 Relieves the Student Services Officer and Receptionist during lunch breaks and as required
- 6.10 Where required, supports communications to be circulated to the parent community
- 6.11 Where appropriate, provides administration support to members of the St John's Campus Leadership Team
- 6.12 Develops and maintains high standards for the presentation and content of official documents, reports and correspondence
- 6.13 Coordinates the administration of Parent / Teacher interviews, and other similar events (i.e. Photo Day schedules, etc.)
- 6.14 Assists with WWCC management of relief staff and volunteers for the St John's Campus, in liaison with the People & Culture team
- 6.15 Supports beginning of year administration duties relevant to the role
- 6.16 Updates and manages student lists and information, including class lists, etc.
- 6.17 Interacts effectively and positively with the members of all internal and external stakeholder groups
- 6.18 Promotes and speaks well of the College and staff at all times
- 6.19 Has a flexible approach to work to support the team
- 6.20 Presents professionally both in manner and dress
- 6.21 Carries out other duties as required
- 6.22 Undertakes cross-campus related duties as required

7. People & Culture

- 7.1 Provide feedback and advice to the Principal to support continuous improvement
- 7.2 Contribute meaningfully to meetings with the Principal and other staff
- 7.3 Foster collaboration by engaging colleagues in initiatives and supporting opportunities for professional growth
- 7.4 Ensures our Christian values are visible
- 7.5 Demonstrates, expects and communicates behaviours that reflect the values and culture of the College
- 7.6 Establishes and maintains high expectations of staff and students
- 7.7 Acknowledges successes and encourages collegiate support.

2. Managing Resources

- 7.1 Support compliance with WHS regulations and inform the Principal of any concerns regarding equipment or facilities.
- 7.2 Contribute to administrative processes, ensuring requirements and deadlines are met.

Performance Appraisal & Review

1. The Reliefs Officer is accountable for and appraised annually on the basis of executing the responsibilities outlined in this duty statement.
2. All roles evolve over time, and the school is regularly committed to reviewing and updating duty statements to ensure they accurately reflect each employee's contribution and the College needs. The Reliefs Officer role will be reviewed on a 2-year cycle, or more frequently as appropriate.
3. A formal appraisal process will be conducted at end-of-tenure to determine the future of the role and the suitability of the incumbent.

September 2026
