



**TRINITY  
GRAMMAR  
SCHOOL, KEW**

<b>Position Title</b>	School Daily Operations Coordinator
<b>Employment Type</b>	Full Time
<b>Award</b>	Educational Services (Schools) General Staff Award 2010
<b>Reports to</b>	Assistant Headmaster, Daily Administration
<b>Direct Reports</b>	Nil

At Trinity Grammar School Kew (Trinity) responsibility for the protection of children is shared because children are safeguarded only when all individuals accept responsibility and work together and play their part in keeping children and young people safe from harm and abuse.

All Educational Support Staff are required to:

- Support and adhere to the School's Child Protection Policy, Staff Code of Conduct and child abuse reporting policies and procedures
- Attend and take part in child protection training including the completion of online modules on the detection and reporting of child abuse.
- Report cases of suspected child abuse in accordance with Trinity policy and legal obligation.

### **Position Summary**

This role is responsible for the holistic coordination of the School diary and calendar and liaising with the appropriate teams across the School to ensure all scheduled events and activities are being managed and executed.

## **Key Responsibilities**

In close collaboration with the Development and Community Relations department, the School Daily Operations Coordinator is responsible for creating and maintaining the school diary and calendar as well as the organisation and coordination of school trips and tours.

Responsibilities include but are not limited to:

- Developing and maintaining the School's diary;
- Developing and maintaining the School's calendar;
- Generate weekly event and catering reports for, and participating in, the weekly School calendar meeting;
- Managing all daily bookings on Trinity Connect;
- Managing external bookings for third parties that hire School facilities in collaboration with the School Events Team;
- Developing Extra Period Roster and EPR packs from teacher leave of absence and professional learning entries, ensuring all work left by absent teacher is included in the EPR folders;
- In collaboration with the receptionist, compile trips and excursions folders for external overnight trips;
- Active participation in team meetings;
- Provide administrative assistance to the Assistant Headmaster, Daily Administration;
- Other tasks and duties as determined by the Assistant Headmaster, Daily Administration;
- Coordinating and ordering of School calendars and diaries for the new academic year;
- Assist wider administrative team as required and appropriate;
- Support and promote the School's policies and practices for Occupational Health and Safety, Equity and Harassment.

## **Key Selection Criteria**

- Excellent knowledge of database maintenance and management;
- Understanding the fluid nature of timetabling and diary management;
- Excellent knowledge of Microsoft offices suite of programs and their application.

## **Key Skills and Attributes**

- Highly developed database management skills;
- High level of competency in all required software including Microsoft office suite, Adobe suite and Synergetic as well as basic spread-sheeting and social media tools;
- Strong attention to detail;
- Highly developed communications and interpersonal skills;
- Demonstrated ability to liaise effectively with all areas of the School;

- Ability to gather and process information quickly;
- Ability to manage your time effectively;
- Ability to work autonomously and without supervision;
- Ability to liaise successfully with discretion and confidentiality;
- Ability to meet deadlines under pressure through effective time management;
- Ability to work with all members of the School community including staff, parents and students;
- Ability to multi-task.

### **Performance Criteria**

- Proven ability to coordinate several events within the same timeframe;
- All information on Trinity Connect is up to date and accurate;
- All EPRs are coordinated and available within designated timeframes;
- The School diary is produced and hard copies available for all staff before the School academic year commences;
- All School trips and excursions are accurately planned and coordinated in consultation with teachers leading the trips and excursions;
- All events in the School diary are accounted for in liaison with the Events Management Team;
- Conflicts with Trinity Connect are resolved or escalated to the IT department in a timely manner.

### **Special Requirements and Qualifications**

- A relevant post graduate qualification in administration or business.
- All employees of Trinity Grammar School, Kew must hold a valid Working with Children's Check.

### **Desirable**

- Minimum 3 years' experience in a similar role.

### **Approval**

This position description was approved by the Human Resources Manager, February 2019.