



POSITION DESCRIPTION

HEAD OF LOGISTICS

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.

POSITION DESCRIPTION

The Head of Logistics works in close consultation with our Campus Dean in leading all organisational aspects of College life to ensure the smooth running of the Campus on a day to day basis.

RESPONSIBILITIES

- Model and maintain the Catholic and Mercy ethos
- Coordinate and manage rosters for staff absences
- Support staff in the implementation of EDVAL
- Support staff in the implementation of Synergetic
- Provide training and support to staff regarding Consent to Go
- Assist with development of College timetables
- Develop staff rosters for daily / weekly supervision of students and yard supervision.
- Prepare special staff rosters for specific events eg Carnivals, Reflection Days, Examinations
- Oversee all testing such as NAPLAN, OLNA and examinations and liaise with supervisors
- Assist the Property Manager and Community Relations with College / Community events.
- Assist with the production of the College Planner and One Note Calendar
- Provide communication to staff concerning special events such as College Assemblies, Parent / Teacher meetings and Mercy Day
- Manage Student locker allocation.
- Other duties as required by the Principal

SELECTION CRITERIA

- Knowledge of and commitment to the ethos and values of Catholic and Mercy education
- Experience in a Head of Logistics, Campus Dean or similar leadership role
- Knowledge and a passion for progressive timetabling
- Highly developed ICT skills, particularly in regard to Microsoft Office suite, EDVAL, SEQTA, Synergetic and Consent to Go
- 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 students, staff and parents
- Exemplary interpersonal and communication skills
- An ability to teach mathematics is an advantage
- Availability to work flexible hours
- Successful applicants must have current Working with Children Check and Nationally Coordinated Criminal History Check (as issued by the Department of Education)

TERMS OF APPOINTMENT

- Full-time/Part-time: Full-time
- Start Date Term 2 2020 or to be negotiated.
- Direct Report: Campus Dean

Disclaimer

It is not the intention of the position description to limit the scope of the position but to highlight the most important aspects. The aspects mentioned above may be altered in accordance with the changing requirements of the role.