



ST PETERS GIRLS

Position Description:	Daily Organisation (replacement)
Level:	Fixed Term, full-time replacement contract (37.5 hours per week) commencing July 2026 until 9 th April 2027 with the possibility of permanency
Reports to:	Deputy Principal/Head of Senior School

The School

At St Peter's Girls' School we focus on collaboration, creative thinking, innovation, seeking to foster independent thinking and our core values of courage, creativity and compassion in every student. We aim to develop motivated, versatile and curious students who carry a love of learning throughout their schooling years and beyond. We have a proud history of over 130 years, providing outstanding educational opportunities for students from Early Learning to Year 12. Our all-in-one campus, located in leafy Stonyfell and just 5km from Adelaide's CBD, boasts spacious grounds and state-of-the-art facilities. We are an authorised IB PYP & DP World School.

St Peter's Girls seeks to employ people who embody character and influence within their personal and professional lives. We are committed to providing our staff with opportunities for ongoing development and career progression.

About the Role

The role of Daily Organiser is to provide key support in ensuring a safe and orderly learning environment, allowing for the delivery of high-quality teaching and learning experiences at St. Peter's Girls' School.

The Daily Organiser will ensure relief cover for absent teaching and non-teaching staff as required. They will coordinate the School Calendar, oversee the administration of school excursions and events, coordinate room changes, establish yard duty rosters, and emergency action response documentation and policies.

Skills and Personal Attributes

- Possess a high level of organisational and administrative skills
- Demonstrate initiative and the capacity to work independently and meet deadlines
- Be proficient in the use of Microsoft Word, Excel and PowerPoint, with attention to detail in presentation
- Have experience in the use of the Timetabler suite of software, in particular the Daily Organiser module (desirable)
- Have experience of Information Management Systems such as Synergetic (desirable)
- Be able to prioritize, critically analyse data and prepare reports (including the use of the School's database Synergetic and Timetabler software)
- Possess exemplary verbal and written communication skills
- Be able to address confidential matters with discretion
- Be able to exercise appropriate professional judgement
- Show confidence in executing their role in a complex environment with calmness and effectiveness
- Be a self-motivated person
- Have exemplary and timely communication skills
- Be well presented at all times
- Be proactive in managing the work of line manager
- Be supportive of single-sex schooling for girls, particularly in an independent, Anglican School context
- Understand and be supportive of the ethos of the School

Responsibilities may Include

- Allocating relief staff to cover for absent staff on a daily basis, following agreed guidelines
- Managing the list and payment of Temporary Relief Teachers in conjunction with the Payroll Officer
- Providing support to all TRT staff upon commencement and while on site, as required.
- Maintaining an up to date register of available TRT staff, ensuring appropriate qualifications and clearances are provided prior to employment
- Be accountable for accurate and equitable distribution of teacher relief quotas and rosters
- Ensuring comprehensive records of teacher relief quotas are maintained
- Inputting and maintain excursions/camps/tours and events through synergetic
- Providing administrative support for all Timetabling matters, including the construction of the School timetable, provision of student and staff timetables, maintenance of class lists, subject selection surveys, examination timetables for the School and supervising rosters
- Coordinate changes to the Master Timetable to reflect class changes as directed by senior staff
- Managing, maintain and monitor the whole-School calendar
- Management of the Parent Portal tiles for major events and School calendar events
- Creating and update the Staff Duty Roster
- Providing a high level of secretarial and administrative support, including filing, emailing, ordering and other general duties as required
- Managing word processing tasks for line manager including meeting agendas, meeting minutes, curriculum documentation and preparation of large, complex documents
- Undertaking background research and present findings to line manager in relation to their work tasks and presentations
- Preparing and circulate letters and memos to internal staff members and outside agencies on behalf of line manager
- Preparation of materials for relevant information sessions including PowerPoints, letters and flyers
- Screening telephone calls and handle enquiries and requests as required
- Taking minutes and prepare documents for meetings as directed
- Coordination with Community Relations Office for events
- Management of student records and files for students
- Provision of administrative support for
 - Parent Teacher Interviews
 - Information evenings
 - School events
 - Student reports
- Maintaining the confidentiality of communication and information pertaining to the School, staff, parents, students and other stakeholders
- Any other duties as required

A Career at Saints Girls

- A unique opportunity to work in a highly regarded independent school that upholds a culture of excellence
- Collaborative and passionate team environment with a connected and inclusive community
- Internal and external professional development opportunities
- Opportunities for Interstate and International professional learning within our network of exchange schools
- Contemporary and high-tech learning spaces
- Opportunities to engage in co-curricular offerings and School events
- Onsite parking available
- Employee Assistance Program

Conditions

This is a fixed term, full-time replacement contract working 37.5 hours per week with 6 weeks' annual leave (pro rata) to be taken during non-term time. The position is classified as Grade 5 as determined by the current St Peter's Collegiate Girls' School Enterprise Agreement. The salary is determined by the current *St Peter's Collegiate Girls' School Enterprise Agreement*. Other conditions are as outlined in the Enterprise Agreement.

Education Support Officers Grade 5 will hold relevant, formal, tertiary qualifications equivalent to two years of full-time study. Some out-of-hours work will be required.

Cheryln Skewes
Principal
June 2026