



JOB DESCRIPTION– Staffing Coordinator Maternity Leave cover

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Qualifications/Experience:

- Diploma in Children’s Services
- Responsible Person eligible

Responsible to: The Director

Accountability

Ultimately the Principal of South Coast Baptist College under the management of the College Board who oversees all College staff.

Key Responsibility Areas:

1. Staff induction:

- Schedule and coordinate the running of staff induction for new
- Collect all legal requirements and paperwork from induction day.
- If new staff wants to buy additional uniform: issue item, receipt, record transaction and Issue name badge
- Set-up PIN codes for front door, ask staff to sign code confidentiality.

2. Volunteers

- Organize recruitment of volunteer workers – including advertising, staff induction and correspondence. Same procedure as recruitment of employees but use of different forms/packs and Interview is only with the Director.

3. Employee Contracts and Appointment Letter

- Liaise with College HR to organise and ensure signage of staff contracts and Appointments.

4. Create Staff Files–

- This includes employee’s personal details, qualifications, legal employment requirements/documents, performance appraisals, issued corrective actions as well as employee awards, and any other document pertaining to employee’s work history within the Centre.
- File Emergency Contact Form
- Add Contact Details, Legal Requirements information to Spreadsheet
- Prepare Medical Quicklist Document / Action plan – if necessary
- Submit Computer Access form to IT Helpdesk (scan form and email to them)
- Pass on to staff when IT sends in Computer Access logon details
- Place Birthday on chart



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5. Performance Management

- Responsible for issuing Staff 'Accountability and Support' letters and monitoring staff performance

6. Centre Policy & Procedures

In coordination with Contact Coordinator where necessary: develop, update and implement policies and procedures. Updating according to Regulations, ACECQA, EYLF, Health department, Education and Care Regulatory Unit

7. Traineeships –

Process traineeship in coordination with RTO's

- keep track of trainee visit schedule and remind trainees of the meeting via email. Sign off paperwork after the trainee evaluations.
- Termination, Suspension or Extension of Traineeship contracts
- Process and monitor payment of incentive claims

8. Work Placement /Practicum

- When possible, plan in advance work placement and practicum that will be hosted for the whole year to make sure resources are allocated.
- Schedule the student for Interview.
- Inform Room Coordinators of the student/s' work placement/Practicum details by giving them a pink Memo slip (name of student, date/period of work placement in the room).
- Create file and place in appropriate arch file (Uni Student File, TAFE Student File, School Work Experience)

9. Contracts/Legal Documentation

- Monitor expiration dates of employee contracts and legal documentation by regularly updating and checking the Legal Documentation Spreadsheet
- At least a month before expiry, a staff documentation update request form) is issued to staff. An email or memo is also sent to remind them of expiring document/s.
- For expired items, staff will be unable to work unless they are updated.
- Board members - Chase legal documents of Board members (WWCC, NPC) through Jenny Currin (HR Manager of SCBC).

10. ACECQA/ECRU

- In the absence of Director/Other Leadership, make sure that all serious accidents are reported to ACECQA. Room Coordinator should complete Accident/Injury Report Form and a Contact Record.
- Changes in College Board composition, complete and submit forms PA02 and PA08. Coordinate with Jenny Currin (HR Manager at the College) for the forms to be filled out/signed and submission of other requirements such as WWCC, NPC and driver's license.
- All documentation is filed.



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11. Rosters/Staffing Replacements

- Plan and provide weekly staff roster.
- Record all staff absences on the staff replacement schedule (this is helpful for payroll to ensure leave forms are correct)
- Coordinate and record casual availabilities.
- Record all staff leave on the leave calendar and on email calendar. Keep leave forms organized by month and give to payroll in the relevant pay period.
- File and keep rosters for payroll and inclusion payments reference.

12. Professional Development / Team Meeting

- Plan Team Meetings and workshop/PD bookings for the whole year.
- A week before Team Meeting, issue reminder email to all staff. Print RSVP sheet and place in Staff Room.

13. Timesheets/Overtime Sheets

Collect timesheets every 2nd Tuesday and update timesheets for following pay period.

- Check individual timesheets making sure all information on the form is completed (staff name, position, hours per room, total hours, staff signature)
- Check the correctness of entries by referring to the Roster, Staff Replacement schedule and leave forms. For part-time staff, check against normal hours. Sign on the space allotted. All Overtime must be pre-approved.

14. Leave Forms

- Process leave forms - applications for annual leave, sick leave, carer's leave, bereavement leave, leave without pay, and maternity leave.
- Stamp receive date on the application for leave form.
- Enter details on outlook calendar for rostering purposes.
- Update Calendar in the prep room.
- Safekeep all leave forms in folder, arranged by date.

15. Fortnightly Payroll

- Meet with College Payroll Officer and go through all payroll matters.
- Submit all original payroll documents to College Payroll Officer who finalizes payroll.

16. Workers Compensation Claims

- Ensure staff have completed an Accident Form and that HR is made aware.
- Issue forms. Submit original completed forms to College Payroll..



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OTHER:

1. Answering phone calls in absence of administration staff
2. Taking bookings for LDC and OSH Care, settling schedule/appointments.
3. Developing and implementing and creating of new forms for use in the Centre as required
4. Preparing/updating staff and parent handbooks.
5. Anything else required for daily Centre Management.