



POSITION TITLE:	Duty Officer
PREPARED:	February 2017
REPORTS TO:	Deputy Principal and Head of Human Resources
Prepared by:	Head of Human Resources

POSITION PURPOSE

The purpose of this position is to ensure that the grounds provide a safe, secure and positive environment for students and any other members of the College community, especially at the times allocated for student breaks.

POSITION STATUS

This is a contract part time position in student term time. The hours of work will be 9:45am to 2:15pm.

DUTIES & ESSENTIAL JOB FUNCTIONS

Currently the tasks to be completed are as follows, although as the 2017 timetable is being developed there may be some slight timing changes.

Task	Year level	Time
Start		9:45am
Recess duty	7 to 12	9:50 to 10:15
Task	Rubbish pick up	10:15 to 10:35
Recess duty	5 and 6	10:30 to 10:55
Recess duty	Prep to 4	10:45 to 11:15
Task	Varied	11:15 to 12:55
Lunch duty	5 to 12	12:55 to 1:40
Lunch duty	Prep to 4	1:35 to 2:10
Finish		2:15pm

Other tasks include but are not limited to the following

- Person in charge of the outside areas including, all hard surface courts, front oval and all grounds from the hard courts to the KWC.
- Allocating red safety vests to staff allocated on duties in these areas
- Reporting to the Deputy Principal any staff who do not turn up to their specified duty. These duty rosters will be prepared by the Daily Organiser for year 5 to 12 duties and the Deputy Head of Junior School for prep to year 4 duties.
- Sorting through lost property and returning any named items
- Helping with sport where appropriate.

GENERAL RESPONSIBILITIES

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide a Criminal Record check (if requested) and Working with Children check before their position will be confirmed.

- The College:
 - is an equal opportunity employer;
 - complies with the requirements of the Privacy Act;
 - has a strong commitment to OH&S;
 - will not tolerate harassment of any kind.
- Communication – effective, helpful and positive.
- Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students).
- Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support.
- Accountability – we do our work with honesty, integrity and enthusiasm.
- Performance – we perform to the best of our ability.
- Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

All staff are expected to actively support these standards.

OTHER SKILLS AND ATTRIBUTES

Discretion and confidentiality are essential

Initiative and confidence to make contributions/suggestions

Time management skills - able to work to deadlines

Overall good interpersonal skills when working in a team environment

CHILD SAFETY AND PROTECTION RESPONSIBILITIES

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.