* Recruitment/ induction
* Staff leave
* Staff pay / special payments
* Principal support /Exec Ass
* Business Admin Coord
* School Council support
* Alumni / Events Coord
* OHS inductions
* School Local Payroll

**Reports to**

* Principal (SHA)
* Business Manager (SBR)
* Financial management
* SRP & budgets (all)
* ES leadership & development
* Contracts & hire of facilities
* Procurement & policies
* Facilities, maintenance, bus
* Building projects
* IT planning & infrastructure
* OHS
* Bus compliance

**Reports to**

* Principal (SHA)

Accounts Payable/Assets

1st Reception /First Aid

Enrolments/Transition/Compliance

Y7-10 Sub School/Lost Property

2nd Reception /Accounts Receivable

Accounts Receivable

* Sub School support
* Student data collection
* Year 7-10 late/uniform passes
* Work Experience support
* City School support
* Lost property
* First aid training support
* Event support
* Student locker support

**Reports to**

* Assistant Principal (KAR)
* Assistant Principal (CFO)
* Business Manager (SBR)
* Customer service (1st)
* Phones (1st)
* Family payments / plans
* First Aid compliance
* Student medical plans & info
* First aid training - Staff
* Visitors
* TV notices/MYNHS newsfeed
* Event support

**Reports to**

* Assistant Principal (KAR)
* Business Manager (SBR)
* Enrolments/Exits/Transition
* ACE Program
* Census Feb/Aug
* EOY rollover (admin)
* Family/student updates / filing
* New student interviews / files
* Phones / customer service (3rd)
* First aid support (3rd)
* Financial compliance/support

**Reports to**

* Assistant Principal (KAR)
* Business Manager (SBR)
* Compass payments / plans
* Student fees /charges
* Journals (CRT/ Bus)
* Family payment enquiries
* Family credits & refunds
* Banking
* BPAY family payments
* Phones / customer service

**Reports to**

* Business Manager (SBR)
* Creditor payments /invoices
* Creditor enquires/calls
* Purchase orders
* Assets
* Purchase cards
* Journals
* Petty cash
* Sundry debtors
* Phones / customer service
* Procurement compliance

**Reports to**

* Business Manager (SBR)
* Customer service/Phones (2nd)
* First aid support (2nd)
* Family payments / plans
* Compass payments / plans
* CSEF
* Pigeon holes / Mail
* Admin for suspensions
* Student confiscations
* Photocopying troubleshooting
* Unmarked roles

**Reports to**

* Business Manager (SBR)

Business Manager

HR & Executive Assistant

Principal

* Sub School support
* Student data collection
* YR 11/12 late/uniform passes
* Senior event support
* Exam support
* VASS admin
* VASS support
* Student locker support

**Reports to**

* Head of Senior School (ASC)
* Business Manager (SBR)

* Daily Organisation
* Room Changes
* Timetable
* Exam Timetables
* Student subject changes
* Data sync
* Admin Support
* CRT coordination & reporting
* CRT induction & compliance

**Reports to**

* Assistant Principal (HL)
* Assistant Principal (CFO)

Lab Technician

Lab Technician

Music Assistant

* Staff support - Food
* Preparation for classes
* Class ordering - food & equip
* Managing stock & invoices
* Staff morning teas & EOY act
* Classroom cleaning & maint
* Equipment maintenance
* Assisting in the classroom
* Facilitating deliveries
* Laundering linen
* Maintain hygiene standards

**Reports to**

* Food Faculty Leader (LD)
* Staff support - Food
* Preparation for classes
* Class ordering - food & equip
* Managing stock & invoices
* Staff morning teas & EOY act
* Classroom cleaning & maint
* Assisting in the classroom
* Facilitating deliveries
* Laundering linen
* Maintain hygiene standards

**Reports to**

* Food Faculty Leader (LD)

**Reports to**

* Food Faculty Leader

* Staff support –Design Tech
* Preparation for classes
* Class ordering – materials/equip
* Student technical support
* Facilitating deliveries
* Managing equp & invoices
* Plant and equipment maintenance and management
* Maintain safe standards
* OHS compliance - equipment

**Reports to**

* Design Faculty Leader (SGR)
* Instrumental Music timetables
* Parent queries
* Music budget management
* Music enrolments
* Data entry
* Instrumental Music payment plans
* Music Events
* Trybooking

**Reports to**

* Inst Music Faculty Leader (JBR)

* Staff support –Science
* Preparation for classes
* Class ordering – materials/equip
* Assisting in the classroom
* Facilitating deliveries
* Managing equip & invoices
* Maintain safe standards
* OHS compliance – equipment & MSDS

**Reports to**

* Science Faculty Leader (LPE)

* Staff support –Design Tech
* Preparation for classes
* Class ordering – materials/equip
* Assisting in the classroom
* Facilitating deliveries
* Managing stock & invoices
* Maintain safe standards
* OHS compliance – equipment & MSDS

**Reports to**

* Science Faculty Leader (LPE)

Daily Org / Timetable

Y11-12 Sub School / VASS

* Graffiti removal
* Property maintenance
* Student environment
* Maintenance & repairs
* Grounds works & maintenance
* Staffroom amenities

**Reports to**

* Jocelyn Hill (HL)
* Building works
* Maintenance & repairs
* Facilities management
* Contractor management
* Contractor induction & compliance
* Grounds maintenance
* OHS
* Bus ,maintenance & servicing

**Reports to**

* Business Manager (SBR)

Sport Assistant

 Student Services/LearnSupport

Mental Health Practitioner

Career Practitioner

Network Manager

Integration Aide / Newsletter

* Alternate pathways
* Student support and info
* Work experience
* Careers education & expos
* Course counselling
* Morrisby testing

**Reports to**

* Wellbeing Faculty Leader (LPT)

* Counselling and case management
* Referral to external services
* Learning/engagement support
* Wellbeing programs and initiatives
* Program for Students with Disabilities (PSD)
* Student Clubs

**Reports to**

* Wellbeing Faculty Leader (LPT)

* Student counselling
* Student group programs
* Family support
* Mental health interventions

**Reports to**

* Wellbeing Faculty Leader (LPT)

* Support funded students
* Classroom support
* Newsletter
* Website maintenance

**Reports to**

* Wellbeing Faculty Leader (LPT)
* Sport program support & attendance
* General admin
* Team selection assistance
* Sport events & carnival organisation
* Sport awards & unfiroms
* Bus - driver
* Sport event bookings

**Reports to**

* Sports Program Leader (JOS)
* ICT infrastructure & future planning
* ICT staff & student projects
* ICT licences
* ICT security management
* ICT processes & systems
* TSSP leadership & development
* ICT & AV equipment maintenance & management
* Photocopiers

**Reports to**

* Principal (SHA)

Maintenance / Facilit

Property Services

* Customer Service (desk duty)
* Wider reading support
* Magazine subscriptions
* Cataloguing print resources
* Catalogue maintenance
* Printing and copy support
* Overdue administration
* New book promotion

 Reports to

* Assistant Principal (KH)
* Library Coordinator (JTR)
* Business Manager (SBR)
* Collection: Print and electronic
* Research study skills sessions
* Customer service (desk duty)
* Building/furniture maintenance
* Library budget management
* Daly staff roster / training
* Events and promotions
* LMS Accessit, Clickview, Printing
* Budget
* Faculty liaison
* Ebooks and audiobooks

**Reports to**

* Assistant Principal (KH)
* Business Manager (SBR)
* Customer Service (desk duty)
* Clickview
* Cataloguing
* End processing
* Stocktake and maintenance
* Displays and events
* Book Club
* Lunch time student activities
* Student Assistant Program
* Make and Take Mondays

**Reports to**

* Assistant Principal (KH)
* Library Coordinator (JTR)
* Business Manager (SBR)

Library Coordinator

Library

Library Technician

* ISP enquiries /student support
* ISP enrolments & invoices
* ISP database & website management (inc Compass)
* Support: school activities, excursions, and events, staff, host families, parents
* Homestay provision monitoring /transfer support
* New student airport pick-up

**Reports to**

* Int Faculty Leader (LW)

International Student Admin

Food Technician

Food Technician

Design Technician

International Student Admin

ISP attendance / progress

* Organise tutorial classes
* Support extra curriculum activities
* Compass: IS database
* ISP tuition fee invoices
* ISP holiday travel register
* Administer student reports
* Holiday airport pick up
* Homestay transfer support

 **Reports to**

* Int Faculty Leader (LW)

NORTHCOTE HIGH SCHOOL
2020 ORGANISATIONAL CHART
**EDUCATION SUPPORT TEAM**