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| --- | --- | --- | --- |
| **Staff Member** | **Role** | **Tasks required to be completed whilst working from Home** | **Equipment Required** |
|  | Business Manager | * Budget management * Monitor and approve orders for procurement process as required * End of month – CASES21 Finance; including BAS if applicable * FBT return – if applicable * Principal team support * Review and complete School Council Self-Assessment checklist * Review ES Role descriptions * HR and Recruitment including Local payroll updates if needed * Claim STLR and STFP (as applicable) * Manage school and individual email accounts * Workface plan - SRP management and monitoring * PDP Reviewer – maintain contact with team * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals * *If safe to do so: on campus work* | * Cases21 remote * U:drive – portable hard drive * Email * Email – school * Edupay & Recruitment Access * Internet access |
|  | HR Manager | * HR including hires, contracts, local payroll updates * Recruitment * Review ES Role descriptions * Principal team support * Review & approve payroll * PDP Reviewer – maintain contact with team * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals * *If safe to do so: on campus work* | * Cases21 remote * U:drive – portable hard drive * Email * Edupay & Recruitment Access * Internet access |
|  | HR Assistant / Accounts Payable Officer | * Accounts payable processing as required * Creditor payments * Update purchase orders via Reqord * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals | * Cases21 remote * U:drive – portable hard drive * Email * Internet access |
|  | Administration Manager | * Principal team support * Review ES Role descriptions * Bank reconciliations * Collect mail (if necessary) and refer on what is applicable * PDP Reviewer – maintain contact with team * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals | * Cases21 remote * U:drive – portable hard drive * Email * Edupay & Recruitment Access * Internet access |
|  | Accounts Receivable Officer | * Accounts receivable processing if required including;   + Cash receipts, banking and refunds if applicable   + Payment plans for families if applicable upon return   + XUNO and QKR payments if applicable   + Family charges * CSEF processing if required * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals | * Cases21 remote * U:drive – portable hard drive * Email * Internet access |
|  | Accounts Payable Officer | * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals | * Email * Internet access |
|  | Enrolment / Exit / Transfer Officer | * Transition and enrolments if required * Update student data – CASES21 as necessary * Monitor student Conveyance allowance applications if any data entry required for Terms 2 - 4 * Maintain contact with Principal team for student / family updates as required * Maintain contact with parents/guardians * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals | * Cases21 remote * U:drive – portable hard drive * Email * Internet access |
|  | Daily Organiser / Timetabler / Assessment & Reporting Coordinator | * Maintain contact with staff if applicable for leave, illness etc. * Monitor XUNO for updates on student assessment as necessary from staff, students and parents * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals | * Cases21 remote * XUNO * U:drive – portable hard drive if applicable * Email * Internet access |
|  | First Aid / International Student Program Leader | * First aid management/compliance/ checking/ follow up * Homestays, family support and correspondence if required * Assist with international student enrolments * Homestay WWCC update * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals | * Cases21 remote * XUNO * Email * Internet access |
|  | Reception | * Collect mail (if necessary) and refer on what is applicable * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals | * Email * Internet access |
|  | Secondary Teacher Assistant / VASS Officer | * Monitor and maintain VASS as necessary and as applicable * Assist Leadership team as requested * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals | * Cases21 remote * XUNO * Email * Internet access |
|  | Student Administration Officers | * Monitor student absence if requested * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals | * Email * Internet access |
|  | Student Administration Officer / Presentation / Investiture Coordinator | * Monitor student absence if requested * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals | * Email * Internet access |
|  | PSDMS Application Assistant | * Monitor and maintain PSDMS as necessary and as applicable * Assist Leadership team as requested * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals | * Email * Internet access |
|  | Food Technology Assistant | * Update new processes/food tech * Research new recipes * Purchase orders if required * MSDS update if applicable * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals | * Email * Internet access |
|  | Food Technology Assistant / Library Support | * Update new processes/food tech * Research new recipes * Purchase orders if required * MSDS update if applicable * Click View work if applicable * Oliver – review and clean up if applicable * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals | * Email * Internet access |
|  | Laboratory Assistant | * Research science information, chemical data, equipment, practicals * Purchase orders if required * MSDS update if applicable * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals | * Email * Internet access |
|  | IT Manager | * IT systems and infrastructure maintenance * On call * PDP plan & goals * Online PD LearnEd * *If safe to do so: on campus work* | * Laptop * Cases21 remote * Email * Internet access |
|  | TSSP Coordinator | * Refer to employer and DET guidelines for role requirements | * As per employer instructions |
|  | Library Coordinator | * Procedures and policy writing (overdues, cataloguing, etc.) * Click View work * Oliver – review and clean up if applicable * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals | * Email * Remote access to library software if possible * Internet Access |
|  | Library Assistant / Catering Coordinator | * Procedures writing (overdues, cataloguing, etc.) * Click View work if applicable * Oliver – review and clean up if applicable * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals | * Email * Remote access to library software if possible * Internet Access |
|  | Library Support | * Click View work if applicable * Oliver – review and clean up if applicable * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals | * Email * Internet access |
|  | Publicity / Promotion Officer | * Website and social media page management – update school closure/opening if applicable from Principal team * Newsletter – if applicable from Principal team * MECazine – update if applicable * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals | * Laptop * Email * Internet access |
|  | Alternate Program Assistant / Teacher Assistant | * Develop programs, activities which may assist with the Alternate Program * Monitor Class Teams account for students you normally work with and participate as required * Maintain contact with students within the Alternate Program if required and directed by Coordinator * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals | * Email * Internet access |
|  | Nurture Program Assistant / Teacher Assistant | * Develop programs, activities which may assist with the Nurture Program * Maintain contact with students within the Nurture Program if required and directed by Coordinator * Research equipment and materials that can be purchased for the Nurture Program at a later date * Participate in scheduled P-6 meetings on Teams * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals | * Email * Internet access |
|  | Spaides Coordinator / Teacher Assistant | * Develop programs, activities which may assist with the Spaides Program * Maintain contact with students within the Spaides Program if required and directed by Assist Principal or Sub School Leader * Manage individual email account * Participate in scheduled P-6 meetings on Teams * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals | * Email * Internet access |
| **Teacher Assistants – Specialist** | Teacher Assistants | * Manage individual email account * Monitor ES Teams account and participate as required * PDP plan & goals * Contact assigned students via XUNO or Teams * Auslan PL <http://www.auslan.org.au/> * Develop Student Profiles (for students in their classes) \* * Folder creation and familiarisation with students’ IEP, BSP & Safety Plans\* * Literacy spreadsheet goal familiarisation \* * Calmer Classrooms PL * BSEM PL * PBIS World PL * Spectrum familiarisation PL * Child trauma toolkit PL * Children at risk PL * Student disengage PL   <https://www.pbisworld.com/>  <https://www.autismspectrum.org.au/about-autism/what-is-autism/positive-behaviour-support-at-aspect>  <https://wmich.edu/sites/default/files/attachments/u57/2013/child-trauma-toolkit.pdf>  <https://www.ccyp.wa.gov.au/media/1422/report-education-children-at-risk-of-disengaging-from-school-literature-review.pdf>  <http://theconversation.com/australian-students-are-becoming-increasingly-disengaged-at-school-heres-why-51570> | * Email * Internet access |
| **Teacher Assistants – Years 7 - 12** |  | * Monitor Class Teams account for students you normally work with and participate as required * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals | * Email * Internet access |
| **Teacher Assistants – Years Prep - 6** |  | * Contact assigned students via XUNO or Teams * Folder creation and familiarisation with students’ IEP, BSP & Safety Plans * Professional reading/learning as sent out by leadership team * Manage individual email account * Participate in scheduled P-6 meetings on Teams * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals | * Email * Internet access |
|  | Mental Health Practitioner | * Case notes and case planning as applicable * Liaising with staff and parents as applicable * Supporting students as requested * Communicating with external health providers to determine what supports are currently in place and what may need to be put in place for certain students * Maintain email contact re. support and connection to resources for students, teachers and families * Research and preparation of resources * Limited phone consultation to other services * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals * *If safe to do so: on campus work* | * Laptop * Email * Internet access |
|  | Student Services team | * Case notes and case planning as applicable * Liaising with staff and parents as applicable * Supporting students as requested * Communicating with external health providers to determine what supports are currently in place and what may need to be put in place for certain students * Maintain email contact re. support and connection to resources for students, teachers and families * Research and preparation of resources * Limited phone consultation to other services * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals * *If safe to do so: on campus work* | * Laptop * Email * Internet access |
|  | Careers Coordinator | * Maintain communication to parents and students via email and XUNO * Maintain communication with VETiS RTO’s * Manage Careers and Pathways Teams account * Research University courses, information for Open Day * Liaise with staff via email who are implementing careers programs * Phone counselling via computer (Skype voice call if possible) * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals | * Laptop * Email * Internet access |
|  | Headstart Coordinator | * Refer to DET guidelines and John Geary for role requirements | * Laptop * Email * Internet access |
|  | Canteen Manager | * Research food information, menu planning, equipment, MSDS etc. * Purchase orders if required * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals | * Laptop * Email * Internet access |
|  | Canteen Assistant | * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals | * Email * Internet access |
|  | Facilities | * Manage and maintain contract cleaning and all necessary requirements * Manage & maintain facilities including new equipment as applicable * Current contractor Management / Compliance * Assist with research OHSMS system for compliance * Research current contracts and cost comparison * Update key register and fobs * Develop Bus rolls, processes, checklists and guidelines * On call * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals * *If safe to do so: on campus work* | * Laptop * Email * Internet access |
|  | Grounds maintenance / Sustainability course | * Current contractor Management / Compliance * Research current contracts and cost comparison * Plan for new equipment * On call * Monitor Class Teams account for students you normally work with and participate as required * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals * *If safe to do so: on campus work* | * Laptop * Email * Internet access |
|  | Technology Assistant / OH & S Executive Officer | * Assist with research OHSMS system for compliance * Research technology information, chemical data, equipment, * Purchase orders if required * MSDS update if applicable * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals | * Email * Internet access |
|  | Maintenance person | * On call * Manage individual email account * Monitor ES Teams account and participate as required * Policies and guides – develop MEC checklists for tasks in your role description * Online PD Learn Ed, CASES21, OH & S or other * PDP plan & goals * *If safe to do so: on campus work* | * Email * Internet access |