|  |  |  |  |
| --- | --- | --- | --- |
| **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
 |