

Position Description

Role Title:	Daily Organiser (Rangi Ruru Girls' School)
Reports to:	DP – Operations and Cocurricular
Direct Reports:	Relief and attendance coordinator Timetable team
Term of appointment:	Management Position - Three years (plus option for Principal to extend for a further 2 years)
Time Allowance:	Teaching position with 0.64FTE time allowance per week of a fulltime role. The role is expected to work in term breaks as required to prepare for school terms and timetable.

Purpose of the Role

The Daily Organiser is responsible for ensuring the smooth and efficient day-to-day operational functioning of RRGs. This role coordinates staffing coverage, manages the daily schedule, maintains the annual calendar, oversees the creation and implementation of the timetable and ensures clear, timely communication of daily briefings and updates to staff.

The role plays a critical part in maintaining continuity of operations by proactively managing changes, supporting staff, and ensuring that organisational systems and processes run effectively.

Key Responsibilities

Daily Operations Management

- Coordinate the daily operational requirements, ensuring all classes/activities are staffed and supervised appropriately
- Manage and monitor staff absences and arrange suitable coverage, including internal allocations and external relief staff
- Allocate replacement duties in a fair and equitable manner
- Ensure minimal disruption to operations through proactive planning and timely decision-making
- Maintain accurate records of absences, cover allocations, and staffing changes
- Manage the relief and attendance coordinator

School/Organisation Calendar Management

- Maintain and oversee the central organisational calendar, ensuring accuracy and completeness
- Coordinate scheduling of events, activities, and use of facilities for all internal events
- Anticipate upcoming events and plan operational requirements accordingly
- Liaise with key staff to update, amend, and communicate calendar changes
- Support the development and ongoing management of the annual calendar

Daily Briefings and Communication

- Prepare and distribute daily briefings, notices, and updates to staff and students
- Communicate all variations to the daily schedule, including staffing, rooming, and programme changes
- Ensure information is accurate, timely, and clearly presented across communication channels
- Provide staff with advance notice of planned changes where possible
- Act as a central communication point for daily operational matters
- Ensure the DP – Operations and Cocurricular is kept abreast of daily developments and requirements

Staffing and Relief Coordination

- Oversight of relief staff (e.g. casual or temporary staff) including booking, allocation, and induction
- Ensure equitable allocation of relief cover amongst staff
- Step in to cover lessons when cover is tight
- Adopt a student-centred approach to relief allocation e.g. When covering longer periods of absence
- Liaise with leadership regarding extended absences and workforce planning
- Ensure all relief staff are appropriately supported and informed of expectations
- Maintain records for payroll, reporting, and compliance purposes
- Monitor and provide feedback on relief staff performance to leadership

Roster and Duty Coordination

- Develop and maintain duty rosters (e.g. supervision, event coverage, special activities)
- Ensure appropriate staffing levels are maintained for all activities
- Adjust rosters in response to operational changes

Event and Activity Coordination

- Support the organisation of events, excursions, and key activities
- Coordinate staffing, supervision, and logistical requirements
- Support to maintain records and documentation for events and activities including, but not limited to, full school events, EOTC, examinations, end of terms
- Liaise with relevant stakeholders to ensure smooth delivery

Systems and Data Management

- Update systems with daily changes to staffing, schedules, and room allocations
- Maintain accurate operational records and data
- Provide reports and insights on staffing, absences, and operational trends
- Contribute to process improvement and operational efficiency initiatives

Reporting and Stakeholder Liaison

- Report regularly to the DP – Operations and Cocurricular on operational matters
- Provide data and summaries on staffing, absences, and daily operations
- Liaise with leadership and staff to ensure alignment and responsiveness to needs
- Escalate issues, risks, or operational concerns in a timely manner

Continuous Improvement

- Identify opportunities to improve processes, systems, and communication
- Contribute to the development of efficient operational practices
- Support implementation of new systems or procedures



Student Attendance Management

- Monitor and maintain oversight of daily student attendance in collaboration with relevant administration staff
- Ensure accurate recording and reconciliation of student absences, lateness, and attendance variations
- Identify and escalate attendance concerns, trends, or anomalies to the Assistant Principal – Care and Development
- Support the coordination of responses to attendance issues, including follow-up processes and communication with relevant staff
- Liaise with pastoral, administrative, and leadership teams to ensure attendance processes are consistent and effective
- Assist in the preparation of attendance reports, summaries, and data analysis for leadership review
- Ensure attendance data is accurately reflected in daily operational planning, including staffing and supervision requirements
- Contribute to the development and continuous improvement of attendance monitoring systems and processes

Timetable Management

- Leads the timetable team
- Prioritises the timetable needs of the school
- Ensures accuracy and completeness of the timetable
- Maximises efficiency and effectiveness of the timetable and applies the RRGs timetable guidelines and rules to ensure operational efficiency and allow for PL to occur
- Oversees the creation of the school timetable
- Solves timetabling problems as they arise throughout the school year
- Liaise with database team to ensure updates are accurately reflected in live systems.
- Create and present options to leadership when staffing/timetable changes are needed

General Administration

- Undertakes any other duties as directed or requested if reasonable with current workload capacity.
- Such duties are carried out in a timely, professional, accurate manner.
- Is flexible and cooperative when change is required for the benefit of Rangi Ruru.
- Presents and acts in a manner consistent with the Rangi Ruru Girls' School Philosophies and Values and with the Teaching Council of Aotearoa Code of Conduct.
- Actively participates in a regular performance review process, including identifying development needs.

Undertake any other duties as required.

Key Relationships

- Events team
- Timetable team
- Senior Leadership team
- Reception team
- Teaching staff



- Co-curricular teams
 - Relief staff/Casual employees
 - Payroll
 - People and Culture team
 - Parents and caregivers
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Skills, Experience and Capabilities Required

- Highly developed organisational and time management skills
 - Strong attention to detail and accuracy
 - Ability to manage competing priorities in a fast-paced environment
 - Effective communication and interpersonal skills
 - Strong problem-solving and decision-making ability
 - Ability to work both independently and collaboratively
 - High level of discretion and confidentiality
 - Proficiency in digital systems, scheduling tools, and Microsoft Office
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Health & Safety

- Complies with all health and safety systems, policies, and emergency procedures in place across Rangī Ruru to help maintain a safe and healthy working environment for all staff, students, and visitors.
 - Actively demonstrates a commitment to continuous improvement in health and safety practices by contributing to initiatives, identifying hazards, and supporting a proactive safety culture.
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Personal Attributes

- Proactive and solution-focused
 - Flexible and adaptable
 - Calm under pressure
 - Highly reliable and responsive
 - Strong customer-service orientation
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Additional Requirements

- Availability to respond to operational needs outside standard hours where required
- Participation in planning activities and key organisational events
- Compliance with organisational policies and procedures

