

ST LAWRENCE'S SCHOOL BLUFF POINT

Love and Serve the Lord



Relief Coordinator Commencing 2026 Part-Time (0.6 FTE Ongoing)

Monday to Friday during school terms 6:30am – 12:30pm (negotiable)

Position Details: St Lawrence's Primary School is seeking a Relief Coordinator, commencing in 2026. This role ensures continuity of student learning and wellbeing by proactively managing the daily coordination of relief staff for planned and unplanned absences. This includes both teaching and support staff, ensuring minimal disruption to school operations.

Key Responsibilities:

- Scheduling & Coordination:
 - Arrange daily cover for absent teaching and support staff.
 - Maintain and keep current a list of approved relief staff.
 - Coordinate relief staff duty rosters.
 - Liaise with leadership to plan for known absences.
- Compliance & Onboarding:
 - Ensure all relief staff meet compliance requirements (WWCC, TRBWA, Mandatory Reporting).
 - Conduct onboarding and orientation for new relief staff.
 - Maintain accurate records of staff absences and relief allocations.
- Communication & Administration:
 - Communicate clearly with staff regarding relief allocations and changes.
 - Prepare and submit timesheets and payment forms for relief staff.
 - Use school systems (e.g. MyHR, SEQTA, M365) to manage relief processes.

Selection Criteria:

Applicants must be prepared to support the Catholic ethos in the performance of their duties, and be able to demonstrate a high degree of proficiency in the following areas:

Essential:

- Demonstrated organisational and time management skills.
- Strong interpersonal and communication skills.
- Ability to remain calm and flexible in a fast-paced environment.
- Proficiency in Microsoft Office and willingness to learn school systems.

Desirable:

- Relevant business or administration qualifications.
- Experience in school administration or relief coordination.

QUALITY EDUCATION
At an Affordable Price

- Experience in EDVAL timetabling.
- Relevant HR experience.

Compliance Requirements:

- Current Working with Children Check
- Nationally Coordinated Clearance
- Have or be willing to obtain the necessary Accreditation requirements

Applications for this position close on **Friday, 21 November 2025**. The advertisement may be closed prior to the stated deadline should an appropriate candidate be selected. If you are interested in this role, we encourage you to submit your application as soon as possible to ensure consideration.

Applicants must provide a completed Teaching Application Form, a cover letter addressing the criteria for the position, and a resume, directed to the Principal. The resume should list the names and contact information of three referees, one of whom should be your current employer.

Application forms can be found on our website: www.stlps.wa.edu.au and may be emailed to The Principal, St Lawrence's Bluff Point employment@stlps.wa.edu.au.