

Reports to	Leader and Administrator – Extra Curriculum
Expectations	<p>All staff are expected to:</p> <ul style="list-style-type: none"> • promote a culture that reflects the ethos of the Missionaries of the Sacred Heart and to promote a Christian community and environment • promote professionalism, respect and care within our community • relate to students with compassion and availability, creating a sense of family which permeates their attitude as professional teachers and caring adults • provide the best possible outcomes for the students in their care • conduct themselves in accordance with the <i>Code of Conduct for Staff</i>, adhere to all college policies, the requirements of their employment contract and carry out the duties and responsibilities stated in this role description.
General	The role of the Extra Curriculum Assistant is to support the Leader and Administrator – Extra Curriculum to ensure the smooth running of events
Duties and responsibilities	<ul style="list-style-type: none"> • Assist with hospitality for on-site ISA Saturday sports events including: <ul style="list-style-type: none"> ○ Ordering of supplies and ensuring equipment ready for on-site hospitality ○ Liaising with the Maintenance team regarding field preparation and equipment required for Saturday sports events ○ Liaise with Finance for EFT and cash float requirements ○ Coordination of volunteers for the on-site BBQ (s) including maintaining register and roster for volunteers and on the day supervision of volunteers ○ Be on hand to assist with greeting and directing visitors ○ Assist with set up and pack up as required ○ Assist the Leader & Administrator – Extra Curriculum with on-site coordination and response requirements • Assist with pre-season administration as required for Extra Curricular programs including the entering of data into the College’s systems, collating of information. • Assist with administration of College sports carnivals as required • Attend pre-season ISA Meetings as required • Carry out other duties as required by members of the Leadership Team or their delegates
Work Health and Safety	<p>Chevalier College is bound by the provisions of the Work Health and Safety Act 2011. The Work Health and Safety Act protects employees, other persons at work, and members of the public who enter a workplace. Achievement of WHS objectives depends on the cooperative efforts of everyone concerned.</p> <p>Staff must:</p> <ul style="list-style-type: none"> • take care to protect their own health and safety, and that of their fellow workers and students at the college • comply with statutory requirements, college policies and procedures and all lawful instructions of managerial and supervisory staff

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| | <ul style="list-style-type: none">• wear/use personal protective equipment (PPE) when identified by signage, work procedures/instructions (including operating manuals and product directions), or a directive from a supervisor• ensure that when operating plant and equipment that it is operated in accordance with the manufacturer's instructions and college safe operating procedures• not, under any circumstances, operate vehicles, plant or equipment while under the influence of alcohol, drugs (including prescribed or over-the-counter medications where directions state not to do so) or any other dangerous substance• bring any evidence of non-conformance to the attention of their direct supervisor or, if unavailable, to the attention of other managerial staff or health and safety representatives of the college. |
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