

Student Administration Officer – Timetabling

Position Details

Position title:	Student Administration Officer – Timetabling Specialist
Reports to (position title):	Manager Student Administration
Direct reports:	N/A
Organisation:	Saints Education
Contract tenure:	Fixed Term – 2 years
FTE:	Full time (1.0 FTE)
Expected level of contact with Children: <i>(In accordance with Child Safeguarding Standards Framework)</i>	Casual Contact
Location:	Melbourne, VIC with travel to other sites
Approved:	February 2026

Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse (CALD) backgrounds and people with disabilities are encouraged to apply

About Us

Our Organisation

Saints College provides a safe, inclusive, and flexible learning environment for young people who have become disengaged from mainstream education. Our team is committed to supporting young people in re-engaging with learning through a personalised and trauma-informed approach that meets their individual needs.

We prioritise building honest and authentic relationships with young people, their families, and communities, fostering a culture that values, supports, and celebrates the dignity and uniqueness of each person.

Guided by the vision of Edmund Rice and the transformative power of education, we empower young people to achieve personal growth, academic success, and social connection, enabling them to build positive futures.

Our Structure

Saints Education is an initiative of Edmund Rice Education Australia (EREA), and operates as part of EREA Victorian Schools Ltd. It oversees a diverse range of educational services, including Saints College, Saints Knowledge Institute and Saints Early Years. Saints College operates across multiple campuses in metropolitan Melbourne and regional Victoria, including BlendED and Fitzroy North College, providing flexible, inclusive, and trauma-informed education.

As part of the EREA network, Saints Education is committed to fostering a supportive and empowering learning environment that reflects the values and vision of Edmund Rice. We offer a full-time, multi-year secondary



education program tailored to meet the needs of young people who have disengaged from mainstream education, ensuring every individual is supported on their path to personal growth and success. We work closely with families, community organisations, and support services to provide wraparound care that addresses both educational and personal development needs.

Our Young People

The young people we work with come from diverse backgrounds and may face a range of barriers to education, including:

- Experiences of trauma or adversity
- Mental health challenges, disability and/or neurodivergence
- Significant gaps in learning
- Experiences of exclusion or suspension from mainstream education
- Experiences of school can't/ school refusal
- Involvement in out-of-home care or the child protection system
- Experiences of homelessness or housing instability
- Responsibilities as young parents
- Generational cycles of poverty, early school leaving or unemployment
- Interaction with the youth justice system

We recognise that each young person's journey is unique. Our staff are committed to providing a safe, respectful, and empowering learning environment where young people can develop confidence, reconnect with education, and work towards their goals.

Our Values

Saints College operates under four key principles that guide our daily interactions and community culture:

- **Respect** – Valuing each person's dignity, voice, and lived experience
- **Honesty** – Fostering trust and truthfulness through open and authentic communication
- **Participation** – Encouraging young people to actively engage in their learning and personal growth
- **Safe and Legal** – Creating a secure and structured environment where all community members can thrive

This framework, known as Operation by Principles, is a defining feature of our approach. It establishes a common ground foundation for all members of our community—young people, staff, and families—ensuring that relationships, learning experiences, and conflict resolution are built on mutual understanding and shared responsibility. Through the use of Unconditional Positive Regard, strength based and neuroaffirming practice with a trauma informed lens, we create an inclusive, safe, and empowering learning environment where young people can thrive academically, socially, and emotionally.

Our Commitment to the EREA Charter and Touchstones

As part of the Edmund Rice network, Saints Education is committed to the principles of the **EREA Charter** and its four Touchstones:

- **Liberating Education** – Providing innovative and inclusive learning opportunities
- **Gospel Spirituality** – Fostering a culture of compassion, hope, and social justice
- **Inclusive Community** – Welcoming and valuing diversity, ensuring all young people feel a sense of belonging
- **Justice and Solidarity** – Advocating for fairness, equity, and the dignity of all

The EREA Charter and Touchstones guide our mission and reflect our commitment to providing a high-quality education that is responsive to the needs of young people. More information can be found on the [EREA website](#).

About the Role

The Timetabling Specialist plays a critical role in the operational efficiency and educational delivery of the school. This position is responsible for the implementation, and ongoing management of the school's timetabling system. The role will ensure optimal allocation of resources including teaching staff, classrooms, and specialist facilities.

The role will manage a student-centred schedule that supports curriculum requirements, staff workload, and the diverse learning needs of our Young People.

Duties and Responsibilities

Typical duties and responsibilities include, but are not limited to:

Operation by Principles	<ul style="list-style-type: none"> Model best practice in Operation by Principles and other key practices as articulated in the practice Framework.
Child Safety and Compliance	<ul style="list-style-type: none"> This position is subject to compliance with all relevant laws, regulations, and policies governing education in Victoria, including but not limited to the Education and Training Reform Act 2006, and the Child Safe Standards All employees must adhere to Saints College and EREA Victorian Schools Limited policies and procedures and where applicable EREA frameworks and policies. <p>Child Safety Obligations All employees must adhere to the following:</p> <ul style="list-style-type: none"> Saints College's Policies and Procedures implemented as part of compliance with Ministerial Order 1359: Implementing the Child Safe Standards – Managing the risk of child abuse in schools EREA's Code of Conduct Ensure legal and mandatory reporting obligations are met, consistent with Saints College's 'Procedure for Responding to and Reporting Allegations of Child Abuse' within the schools 'Child Protection Program'.
Student Records Administration	<ul style="list-style-type: none"> Ensure day-to-day administrative support for student records management is completed in a timely and accurate manner. Maintain student administrative processes which support the efficient and compliant operation of Saints Education. Ensure accuracy of student data. Provide support and training to users. Identify gaps or shortfalls in information and/or processes for future improvements and enhancements. Ensure single source information repositories are identified and communicated, eliminate information silos.
Timetabling Support	<ul style="list-style-type: none"> Construct and maintain the Campus timetables Consulting services related to scoping and needs analysis required to define Campus timetabling requirements. Master-planning work related to student groups transitioning between year levels.
Timetabling Configuration	<ul style="list-style-type: none"> Translate Campus timetables requirements into EdVal Ongoing sync of the EdVal Campus timetables into Compass



	<ul style="list-style-type: none"> • Management of EdVal Daily Org. Includes setup, monitoring and end-user training.
System integration and automation	<ul style="list-style-type: none"> • Have an advanced understanding of the technical integration between the Timetabling System 'EdVal', the Student Information System 'Compass', and the LMS 'Canvas'. • Troubleshoot and optimise the flow of information between systems to ensure exceptional experience for students and staff.
Other	<ul style="list-style-type: none"> • Provide advice on best practices and inform Campuses of advancements or changes in the TES Aus timetabling software • Maintain a high level of confidentiality. • Work at a strategic level to ensure all administrative processes are completed in a timely, accurate and efficient manner. • Building and maintaining positive relationships with young people and colleagues across all campuses. • Work collaboratively to provide a safe and conducive work environment for staff and young people. • Participation in professional supervision.

Key Selection Criteria and Requirements

Qualifications	<ul style="list-style-type: none"> • Diploma/degree in related field.
Knowledge and Experience	<ul style="list-style-type: none"> • 3+ Years' experience in timetabling software and principles – EdVal experience highly desirable • Utilising student management systems with confidence and efficiency – Compass experience desirable • Collaborating within a team environment and building positive, professional working relationships • Designing and maintaining administrative processes to support efficient and compliant school operations • Communicating effectively with students, families, and colleagues, using strong interpersonal skills
Capabilities	<ul style="list-style-type: none"> • Demonstrating strong attention to detail, along with exceptional organisational and time-management skills • Displaying resilience and emotional intelligence, and fostering these qualities in others • Actively participating in relevant professional development • Engaging in ongoing professional learning to enhance both personal and team capacity
Probity checks and Certification	<ul style="list-style-type: none"> • Hold a valid Working with Children Check or have the ability to obtain, and a National Police Check certificate (issued within the last six months), or hold a current Victorian Institute of Teaching (VIT) registration. • Hold appropriate Australian Work Rights. • Valid First Aid Certificate or willingness to obtain. • Valid Australian Driver's Licence and willingness to drive school vehicles when required.
Physical Requirements	<ul style="list-style-type: none"> • This role will involve frequent sitting and standing, walking or moving within a school and office environment across multiple levels, complete fine motor skills such as typing or writing, and requires auditory and visual ability.



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| | <ul style="list-style-type: none">• Some lifting of supplies and materials may be required from time to time, practicing safe manual handling. |
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