

## Section 8.7

### Office Services and Procedures For Teachers

#### Introduction

The Support Staff in the College Office provide a range of services to assist teachers in their duties. The following information outlines some of these services. As a sign of respect for the Support Staff, teachers are asked to observe the procedures summarised in this section.

This section of the Staff Handbook contains information and procedures relating to:

- o Office Staff
- o Office Hours
- o Sign-Out Book
- o First Aid and Student Illness
- o Accidents
- o Leave and Salaries Information
- o Photocopying
- o Typing
- o Order and Purchasing Goods and Services
- o Petty Cash
- o Excursions
- o Security of Safe
- o Handling Cash
- o Assets Register
- o Theft / Loss of Assets / Funds

#### Office Staff

The Office Support Staff operate as a multidiscipline, multifunction team. While each has their own duties and responsibilities, they are all able to perform key responsibilities.

A list of Office Support Staff and their duties can be found in Section 12 of the Staff Handbook.

#### Office Hours

- o The College Office is officially open between 8:30am and 4:00pm on school days.
- o In practice the College Office is usually staffed from 8:00am until 5:00pm.
- o A telephone answering service operates outside the official office hours.
- o The Office area is often locked outside the official office hours (8:30am – 4:00pm). Outside the official office hours staff can be contacted via their direct telephone extensions (refer to the list in Section 12 of the Staff Handbook).
- o Some support staff do accounts and secretarial work before general office hours, however they will not usually be available for general office duties.

## **Sign-Out Book**

The sign-out book for staff is found in the College Office. If staff need to leave the College grounds during school hours it is necessary to notify the Office and use the “sign-out” book indicating time of departure and expected return. Please “sign-in” at the Office when you have returned. This procedure is essential in order for safety purposes in the case of an emergency. Any early departure where a staff member is not intending to return to school must be approved by the Principal or Assistant Principal.

## **First Aid and Student Illness**

All staff are asked to note the following information relating to First Aid and student illness:

- o First Aid services can be accessed via the College Office. The College’s designated First Aid Officer can be accessed via the College Office.
- o There are two separate sick bays for students to go to.
- o In the event of a student being ill, having an accident or requiring first aid, they should be sent to the office accompanied by a student or the teacher.
- o If the teacher needs to leave their class they are to inform the teacher next door or to have the class wait outside the room. Under no circumstances are students to be left unsupervised in a practical or specialist room.
- o The First Aid Officer will determine the nature of the injury and determine if an ambulance is to be called. Where a student is unable to be moved due to the nature of the injury an ambulance should always be called.
- o Students required to take their own medication must leave the medication with the designated first aid officer in the office together with a signed note from the parents or doctor outlining when the medication is to be taken and in what dosage.
- o It is important that staff and students be aware that the College cannot dispense drugs, other than in the circumstances outlined above. Therefore, products like paracetamol or aspirin cannot be given to students and are not stocked by the College.

## **Accidents**

If a student is injured while at school or on a school related activity it is necessary to fill out all relevant details in the School Accident Report Book. This is important for College records and for insurance purposes.

## **Leave and Salaries Information**

Staff are able to obtain information about their leave and salary status from the College Office.

Leave forms are available from the College Office.

Staff who have been away on sick leave or for any other purpose are required to report to the College Office upon their return to ensure that the appropriate documentation is completed and forms signed.

## Photocopying

Office staff are able to assist teachers with photocopying, especially with large print runs. Photocopy request forms are available in the staffroom. Teachers should follow the procedures outlined in Section 8.5.

Photocopying training, faults and maintenance issues should be directed to the College Secretary or one of the designated “trouble shooters” listed on the notice boards near the photocopiers.

## Typing

Under normal circumstances teachers are required to utilise the staff computers and be responsible for their own typing. However, in some circumstances, depending on the current workload, the School Secretary **may** be able to assist with the typing of large documents for teaching staff.

Any requests for typing should be forwarded through the Business & Resources Manager. Planning in advance should overcome the necessity for most “urgent” requests for typing.

Typing request forms are available outside the staff copy room.

## Order and Purchasing Goods and Services

The office staff, especially the Business and Resources Manager and the Accounts Staff, are able assist staff with the ordering and purchasing of goods and services. All staff are required to observe the following guidelines when ordering and purchasing goods and services:

- o **Orders must be placed for all purchases of goods and services**, including all bus hire, excursion costs, equipment, teaching resources, etc. Not only is this important for good business practice and to track these costs through the finance system, but it also makes life a lot easier for the accounts staff;
- o **A tax invoice must be obtained for all purchases**. This includes food and drinks purchased for excursions and functions at the College;
- o Order forms are available from the Accounts Office;
- o Staff should allow a reasonable amount of time to ensuring the proper processing of orders. Sensible planning will prevent the need for “urgent orders” and will make the job of the accounts staff easier and less stressful.

## Petty Cash

Petty cash is, from time to time, required for various purposes. However, the following provisions apply to all staff:

- o There is a limit of \$100-00 on petty cash payments;
- o Payments above this amount are made by cheque. This means that staff members need to plan in advance and place orders for any purchases, excursion costs, resources, etc.;
- o Petty cash vouchers are to be completed for all petty cash payments and signed by the purchaser.

## Excursions

Teachers planning excursions should take into consideration the following guidelines:

- o Proposed charges for excursions should be discussed with the Business & Resources Manager **before** they are finalised;
- o It is essential that all costs associated with excursions be planned for and formalised by placing orders;

- o It is also critical when there are joint excursions between KLAs – which the College strongly encourages – that this be notified to the Business and Resources Manager when the excursions are being arranged. This totally changes the way the accounts are entered in the finance system, and ensures that costs are shared appropriately between KLAs;
- o The College has standard excursion forms, and these must be used for all excursions when applying to undertake an excursion, and when notifying the parents about any excursions.

### **Security of Safe**

Teachers may sometimes use the College safe to store school related items. Only the designated office staff has access to the safe.

### **Handling Cash**

When the College accounts staff receives any cash, it is immediately checked and receipted. When it is impractical to issue individual receipts for small amounts collected from students for activities such as excursions, a bulk receipt is issued.

### **Assets Register**

The College maintains an assets register that lists all valuable equipment by the area it is located.

When any new equipment is purchased, the KLA Coordinator is to record the make, model and serial number of each item, together with the cost and date of purchase, and provide a copy to the Business & Resources Manager.

### **Theft / Loss of Assets / Funds**

- o Teachers are required to report any loss, theft or damage or College property, facilities, equipment or resources as soon as it is discovered.
- o The College has opted to accept a \$1,000 excess on any insurance claims. This means that the College must pay for the full cost of any claims under \$1,000.
- o Any losses over \$1,000 must be claimed from Catholic Church Insurances. Claim forms are held in the office.
- o Any losses over \$500 must also be reported to the CEO. A form is available from the Business and Resources Manager or the Accounts Staff.