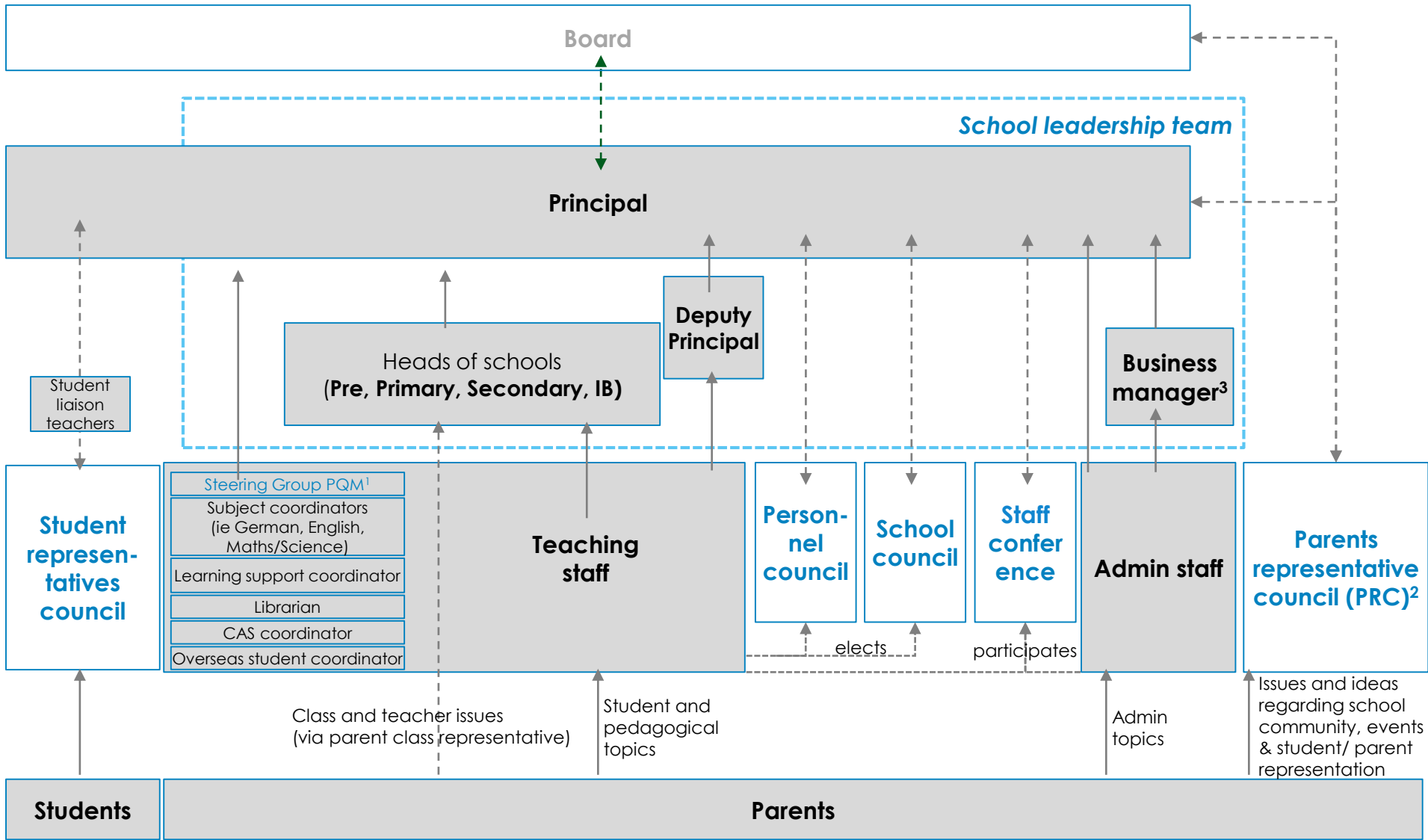


GISS School Organisation



1. Pedagogical Quality Management 2. Principal and board participation 3. Registrar & Parent Services role joins school leadership meetings as well
Note: Additionally Arbeitsgruppen can be defined (eg, by principal) to work on temporary tasks

Key school personnel and *pedagogical* roles

All roles reporting directly to the Principal

Principal	Deputy Principal	Heads of schools ¹	Subject coordinators ²	Head of PQM	Learning support coordinator
Head of GISS, incl. <ul style="list-style-type: none"> • Pedagogical quality, processes, decisions and control • Domestic Authority • Facilities³ • Strategy and strategic initiatives • School budget • Personnel (teaching and admin), including employment⁴, targets, development • PQM • Governance/Policies • Licensing and legal compliance • School representation • School collaboration • Teaching plan and deployment of teachers • Librarian, CAS and overseas student coordinator • Students • School plan • Collaboration/head of councils • Advice to board 	<ul style="list-style-type: none"> • Development of school teaching plan, including statistics⁵ • School supervision plan and policies • NAPLAN coordination • Daily replacement plan • Room plan • Organisation teacher/parent evenings • Organisation of internal school events⁶ • Representation of principal <ul style="list-style-type: none"> – When principal absent – If delegated by principal 	<ul style="list-style-type: none"> • Authority to give directives to teachers ⁷ – participate in teacher development discussions with principal • Head of pedagogical processes, structures and decisions⁷: Curriculum, exams, groups, etc • Control (incl. quality review) of curriculum implementation • Review and support of class timetables • Parent discussions on class and teacher issues • Teaching and study materials definition • School years transition • Collaboration with other schools specific for class levels • Organisation and management of class events⁸ • Interns management • Integration of new teachers • Review of class books 	<ul style="list-style-type: none"> • Development and definition of curriculum for subject across all classes • Review of quality⁹ and compliance with German and Australian requirements • Proposal of teaching and study materials (to heads of school class levels) • Development of special teaching materials (eg, dyscalculia, LRS) • Guidance to teachers on pedagogical and methodological matters (incl. Symposiums) • Integration of new teachers • Proposal of teacher development training and forwarding of specialist literature 	<ul style="list-style-type: none"> • Identification of topics that require refinement and change (confirmation of topics by principal) • Definition of working groups: objectives, timing, team members (Arbeitsgruppen) • Progress and quality review of working groups • Propose outcomes to principal for decision 	<ul style="list-style-type: none"> • Advice to parents and teachers in regards to learning needs • Contact to specialists • Student support plans
					CAS coordinator <ul style="list-style-type: none"> • Continuous counselling to students in regards to CAS • Supervising CAS work and reports
					Overseas student coordinator <ul style="list-style-type: none"> • Care for overseas students • Contact to host families
					Librarian <ul style="list-style-type: none"> • Coordination and management of library • Student lessons on library, citing, etc • 2nd hand books • Book orders (Germany/etc)
<p>Further support of principal and delegated authority by principal as required</p>					

Admin team: Roles & Responsibilities (I)

Roles reporting directly to the Principal

Executive Assistant	Registrar	IT Education Support	Marketing, Events & Communication	Reception
<ul style="list-style-type: none">• Managing school policies• Diaries and Mails for Principal• School calendar (parent teacher interviews, parent surveys, etc.)• Minute taker• Travel arrangements• Bookings (meetings, etc.)• Booking of Class camps in conjunction with the Heads of Schools• PC School (subject and competencies entry, assessments and reports)• Translations (self or coordinating services)	<ul style="list-style-type: none">• Enrolment process from start to end → enrolment pipeline: enquiries, applications, enrolment• Liaise with parents during enquiry, application, enrolment, acceptance phases, ...• Parent services (plan and manage open days, Schnuppertage, School Tours, etc.)• On-boarding (parent's handbook, first day of school year/semester, liaise with PRC for parent buddies, meetings with new parents, list + info to class teachers ...)• Exit interview coordination• Student files management (maintain, retention, archive) Liaise with agencies (overseas, Germany, etc.)• Work with marketing → targeted approach (classes with vacancies)• Bus passes / concession cards• Maintain and oversee CRICOS registration• Enter all student data validation information• Enter NAPLAN info into data bank• Issue confirmation of enrolment and welfare letter to Overseas students• Issue confirmation of school attendance to parents• Analyse phone questionnaires	<ul style="list-style-type: none">• Resources , e-resources, e-learning facilitation• E-library• IT planning (identifying needs of the school, soft & hardware investments, long term planning)• Staff training IT	<ul style="list-style-type: none">• Managing the marketing strategy → strategy to be developed by SLMT with expert advice• Prepare and oversee marketing budget• Responsible for promoting school to local and wider community / E-news• Develop marketing material and school publication• Develop and foster relationships with local media and local businesses• Design and place advertisements• write editorial for local media and other marketing outlets• Maintain GISS website• (Develop and) maintain parent portal• General communication to GISS community and public• Supporting Open Days (banners, publications, ...)• Coordinate edit and publish fortnightly newsletter• Organise/coordinate major events such as Christmas Fair• Facebook and other social media• Maintain contact data base (VIP, sponsor, alumni, ...)• School Expos• Photoshoots and filming (planning and coordination)• Photo documentation of school events / photo archive	<ul style="list-style-type: none">• Monitoring attendance system• Late arrivals – early departures• Single point of contact for parents, visitors and students → receive incoming calls, record and redirect calls• Deal with student enquiries and redirect as necessary• Generating student IDs• Make calls as directed• Receive deliveries• Receive visitors• Reception and enquiries• Sale of school accessories (polo shirt, calculator, diaries, etc.)• Ordering office supplies• Mail in and Out• Manage Mails (infomail@giss)• Vaccination Program• Managing sick bay (First Aid training required)• Collect and receive money for school banking

Admin team: Roles & Responsibilities (II)

Business Manager and roles reporting to Business Manager

Business Manager	IT Technical support	Finance Assistance	Facilities Coordinator ²
<ul style="list-style-type: none"> Oversees all finance matters: budgeting, contracts, financial aid, expense control, financial reporting, accounting controls, cash management, cash flow monitoring and banking relations, capital budgets and risk management Administration control and oversight of the following business and financial operations of the school: Supervise the work of business office personnel and use standard accounting and bookkeeping procedures to keep an accurate, continuous record of the cash and financial position of the school and manage the financial operation of the school so that the institution remains financially stable Oversight of the Finance and Accounting assistant(s) Reporting and support (provide necessary reports to the board treasurer for quarterly and yearly Board meetings) Facilities (oversight of the grounds person and facilities coordinator to ensure maintenance of the grounds and facilities) HR (contracts, visa,..), Employment relations Payroll Employment Relation Reporting (Australian and German Authorities,) Compliance Supplier contracts Legal matters (relationship with solicitors, subpoenas from courts, ...) Overseeing facilities coordinator in regards to Health and Safety management Licensing Auditing Insurances 	<ul style="list-style-type: none"> Software, hardware, physical infrastructure 1st level support Software updates Hardware maintenance User access management Licenses 	<ul style="list-style-type: none"> Recording School Fee Payments and monitoring Debtors – referring to Business Manager for follow-up as necessary Managing all payments – incoming and outgoing Establishing and managing school asset register Chart of Accounts General Ledger Bank reconciliations Quarterly P&L Annual Financial Financial Reporting (BAS, FBT, FQ) Debtors (invoicing/receipts) Creditors (payments) Invoice enquiries Fee estimates (together with Registrar) Monthly Reconciliations Updating yearly budget in PC School End of months/ year processing and roll over 	<ul style="list-style-type: none"> Annual forward planning of the maintenance and cleaning tasks for the School's facilities including the development of a yearly roster of activities Capital works and project management¹ General supervision of the Cleaning Team in performing their daily task Undertake administrative duties such as: organising quotes, raising purchase requisitions, checking that orders have been delivered and are correct, organising annual services or annual repairs, painting and other yearly maintenance matters Monitor the work of external contractors, following through to completion of each task Ensure the School's Workplace Health and Safety policy is adhered to at all times; Attend WHS meetings and provide practical solutions to issues raised where ever possible Responsibility for the repair & maintenance budget Ensure the school-owned bus is well maintained Any other duties as may be reasonably requested by the Business Manager and/or Principal Be involved in long-term vision and planning for the school Site maintenance <ul style="list-style-type: none"> Maintain buildings, fixtures, fittings and services to a safe standard condition and in accordance with WHS guidelines Undertake routine inspections of the site including daily maintenance checks Regularly inspect all drains and gullies for blockages remedying as necessary Repair/purchase and/or replace all damaged items in Buildings/fixtures/fittings etc. (and/or arrange for same through approved contractors) Repair, maintain and organise storage of all equipment necessary to carry out duties Plant and maintain trees, shrubs and gardens and oversee work carried out by volunteer helpers and approved contractors Ensure appropriate maintenance of signage Cleaning, Security and Health and Safety <ul style="list-style-type: none"> Have responsibility for the daily security of the premises, via the cleaning contractor Ensure grounds are litter free Ensure carpets, vinyl floors, pavers, concrete etc. are cleaned as required Room / Venue Set Up <ul style="list-style-type: none"> Moving furniture and other pieces of equipment between classrooms and/or storage locations Assisting in venue set-ups putting out and stacking chairs for assemblies, moving desks, etc Provide assistance to staff with practical arrangements for functions, assemblies, exams and specific projects (e.g. Open Days, Christmas market, Back to School BBQ, Concerts etc.) as directed by the Facilities Coordinator General <ul style="list-style-type: none"> Preparing school shut-down for non-term time / preparing school for re-start after non-term time Takes responsibility for vending machine, day room, food orders or the canteen / meal arrangements Is responsible for tagging electrical equipment and maintaining register of electrical equipment and tagging

1. Assist the Business Manager to plan, cost and develop new capital works as determined from time to time; Drives and manages projects designed to improve facilities; Site maintenance: Co-ordinate volunteer assistance and facilitate Working Bees; Co-ordinate the work of other casual and/or employees engaged in Property and/or maintenance duties; Maintain current records of the location of utility service lines- gas, water, electricity, phone and computer network lines; Ensure the school complies with all current legislation in relation to site safety and facilities management

2. Includes responsibilities of facilities / grounds management role, which has been incorporated into the facilities coordinator role/FTE; responsibilities related to facilities/grounds mgmt role listed in second half of the column

Key School Personnel (as of June 2017)

School Coordination

Principal	Erhard Seifert
Deputy Principal	Dr. Horst Giesler
Business Manager	Andreas Schaaf

Head of Pre-School	Silke Bethke
Head of Primary School	Klemens Pedarnig
Head of Secondary School	Dr. Horst Giesler
Head of IB	Annie Thomson

Curriculum	<p>Respective head of schools</p> <ul style="list-style-type: none"> • Silke Bethke • Klemens Pedarnig • Dr. Horst Giesler • Annie Thomson
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Special Tasks

Registrar	Antje Eildermann
Reception	Kate Rouvray
Executive Assistant	Wibke Christian
Learning Support Coordinator	Claudia Niessing
Arbeitsgemeinschaften (student lessons)	Dr. Horst Giesler
Marketing, Events & Communication	Nadja Warner / Barbara Koepfel
IT Technical Support	Scott Lyons
IT Education Support	Rachel Allison
Health & Safety	Andreas Schaaf
Librarian	Sibylle Burkart
Buses	Andreas Schaaf
Facilities Coordinator	Michael Abicht
Student career and job advice	Dr. Eike Lütthgens
School Counselor	Ulrike Miehle
CAS Co-ordinator	Ulrike Miehle
Overseas student coordination	Ulrike Miehle
Class camps	Class teacher
Playgroup	Simone Keiser
Student Liaison Teachers	Kate Rouvray

Councils

Student Council Members	Jamie Gill
	Zafir Heitz
	Nina Lengauer
	Angela Nolan
Steering Group Pedagogical Quality Management (PQM)	Chloe Thomson
	Johann Wagner
	Birgit Eickeler
Parents Representatives Council Chairperson	Jonna Vinje
	Melanie Kessin
	Theresa Noeckler
	Antje Reeves
	Jennifer Gilmore
	Alexandra Grosse

Board

Chair	Bernd Winter
A) Treasury	Graham Lello
B) Strategy, Board and School Governance	Dr. Ralf Dicke
C) Compliance and Legal Matters	Angelika Yates
D) Pedagogical and School Community	Liz McKenna
E) Parent and Alumni Relations	Sarah Robson
F) Facilities	Olaf Pietschner
G) PR, Marketing and Events	Kristian Wolf
H) Human Resources	Louise Haid