



Relief Documentation Requirements

1. Relief Staff Application from the St James' website. www.stjames.wa.edu.au

2. Copy of confirmation of registration with the TRBWA (not required for EAs).

3. Copy of Working with Children Check card.

4. Brief email or covering letter.

5. Resume.

6. Copies of Qualifications.

7. Statement of Service from your previous school (not required for graduates).

St James' uses Classcover to organise its relief. Relief staff are required to download the application to their mobile phone, set up their profile and indicate their availability. A text is sent when relief is required, and relief staff must be the first to reply to secure the job. Please note that there is an expiry on the text should you not reply. Respond immediately when you receive the text.

If you accept a job, you are required to arrive at 8am each day. You will be allocated to an iPad or computer to use. The device will give you access to electronic resources on SEQTA and will enable you to take the roll.

New relief staff are required to read and sign the St James' Staff Code of Conduct. This form must be submitted to the School Receptionist on your first day of relief.

Pay and superannuation forms will be supplied to you. Once completed, these forms will be processed, and payment made on 15th of the month.

Upon arrival, please sign in using the iPad on the front desk.

Any queries regarding relief need to be directed to relief@stjames.wa.edu.au.