

RELIEF TEACHING – ST DENIS SCHOOL, JOONDANNA



Thank you for wanting to join our school's Relief Staffing Database. We use an automated Relief Staffing 'System' co-ordinated by Relief Staff Maestro (RSM).

RSM provides a service we believe meets our overall needs and will also have many benefits for you. Therefore, we invite you to visit the RSM website www.reliefstaffmaestro.com

Registrations are open to Teachers, Specialists Teachers, Education Assistants, EA – Special Needs, OSH Carers, School Officers & Cleaners.

2025 REGISTRATIONS OPEN 1ST JANUARY 2025. PLEASE DO NOT REGISTER BEFORE THIS DATE!

RSM allows you to select a School Plan. The more Preferred Schools you select is better for you because only your selected Preferred School/s can see your details and decide how best to use your services.

Schools totally control who gets their Booking Requests and when they are sent to Relief Staff. Schools prioritise Relief Staff on their database. Your non-selected Schools will not see your account and details.

RSM IS OFFERING FREE TRIAL STANDARD REGISTRATIONS FOR THE FOLLOWING SCHOOL PLANS:

- 1 School for a FREE Trial for 3 months:
 - All Relief Teachers and Relief Non-Teachers.
 - You will be able to select 1 Preferred School.
 - Unlimited Booking Acceptances.
 - If you decide to continue using RSM at the end of the 3 months Trial. Relief Teachers will be charged \$20.00 +GST and Relief Non-Teachers will be charged \$15.00 +GST.
- 2 Schools for a FREE Trial for 3 months (Qualifications and/or Certifications required):
 - 2024 Teaching Graduates.
 - 2024 Education Assistant Graduates.
 - 2025 3rd or 4th Year University Teaching Students can register as Education Assistants.
 - You will be able to select 1 Preferred School.
 - Unlimited Booking Acceptances.
 - If you decide to continue using RSM at the end of the 3 months Trial. Relief Teachers will be charged \$20.00 +GST and Relief Non-Teachers will be charged \$15.00 +GST.

ALL RSM'S OTHER SCHOOL PAID PLANS:

- Allows you to select 4, 8 or 12 Schools.
- A full range of RSM prices are listed on our website –
 - Teachers range from \$44.00 +GST - \$108.00 +GST.
 - Non-Teachers range from \$33.00 +GST - \$72.60 +GST.
 - Unlimited Booking Acceptances.



IMPORTANT INFORMATION FROM RELIEF STAFF MAESTRO

Before registering, please make sure your minimum phone software version is compatible with iPhone version 15.0 & Android version 12.0. Please do not register if you do not have these or higher versions (unless you upgrade your version or phone) because our 'App' will not work properly on your phone!

You must register using a Standard Registration. Tap the following link to view the steps for a 'Standard Registration': New Registrations – Relief Staff Maestro or type the following link into your web browser: <https://reliefstaffmaestro.com/portfolio/>

It is essential you read and understand all the requirements before you start to register, including the number of schools you want to select and the relevant costs, especially if you decide to choose more than the FREE Trial Registration.

ONCE YOU ARE READY:

- Click the 'Register Online' button at the bottom of the Registration Information website page and select to sign up and open a new Relief Staff Account.
- Select 'Standard Registration' and complete Phase One of your Registration.
- If you have selected a School Plan that requires payment, then make the relevant payment.


*** SUBMIT YOUR COMPLETED 'STANDARD REGISTRATION' (PHASE 1) ***

RSM will then verify your details, which includes your Personal Details, Relevant Documents, specifically your:

- Teacher Registration Board WA –
 - Letter of Grant or Statement of Registration, Number & Expiry Date (required by all Teachers)
 - Non-Practising Registrations are no longer valid and can't be used.
 - Limited Registrations can't be used.
- Working with Children Check –
 - Card Copy, Number & Expiry Date (required by all Staff)
 - If you have applied for a new or updated card, then you can use the application receipt for a 3 months 'Grace' period. Therefore, your expiry date is 3 months from the application date.
- Police Clearance –
 - SCN Letter from the Department of Education (required by all Non-Teachers and any Teacher wanting to teach in an EDWA school)
 - SCN with a Volunteer Stamp / Status are not valid and can't be used.

*** RSM VERIFIES AND APPROVES YOUR 'STANDARD REGISTRATION' (PHASE 1) ***





Once approved, you will get a verification email giving you access to complete your 'Standard Registration' (Phase 2), which includes selecting your:

- **Preferred Schools** – To match the number of schools selected in your School Plan.
- **Areas of Expertise** – Some Areas of Expertise will already be pre-selected for you but there may be others that you can select that suit your qualifications and confidence to teach.

***** SUBMIT YOUR COMPLETED 'STANDARD REGISTRATION' (PHASE 2) *****

You will now be automatically activated by RSM and ready to receive School Booking Requests, via the free 'RSM App' on your smartphone (Android & iPhone). You will be able to Accept a Booking Request at the touch of a button!

All registration queries and issues must be directed to RSM via email: admin@rsm.com.au

Thank you once again for considering relief work at our school. We look forward to seeing you on our Relief Staff Database and offering you Relief Work via the Relief Staff Maestro's App as soon as possible.

