



Relief Staff Maestro

At St Helena's Catholic Primary School we use an automated App-based Relief Staffing System co-ordinated by Relief Staff Maestro (RSM) for all relief staff bookings. RSM provide a service that we believe meets our overall needs and will also have many benefits for you.

We invite you to visit the RSM website www.reliefstaffmaestro.com which outlines the RSM System and Relief Staff Benefits. Registrations are open to Teachers, Specialists Teachers, Education Assistants, Education Assistants – Special Needs.

Before registering, make sure your phone software version has a minimum iPhone version 10.0 & Android version 7.0. Please don't register until you have these or higher versions as the App will not work properly on your phone.

To join our database and start receiving relief staff booking notifications in 2023, use the following link <https://reliefstaffmaestro.com/reliefstaffinfo/> to review the steps for a 'Standard Registration'. You need to read and understand all the requirements before you commence your registration, including the number of schools you wish to select and the associated cost.

Once you are ready:

- Click the 'Register Online Now' button at the bottom of the page and select to sign up to open a new Relief Staff Account.
- Select 'Standard Registration' and complete Phase One of your Registration.
- 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, Number & Expiry Date (required by all teachers)
- Working with Children Check – Card Copy, Number & Expiry Date (required by all staff).
- Police Clearance – SCN Letter from the Department of Education (required by all non-teaching staff & Education Dept teaching staff)
- Selected Preferred School Plan & Payment

RSM will then approve your 'Standard Registration' (Phase 1).

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

- Preferred Schools
- Areas of Expertise (There is no limit – therefore, select as many of the Areas of Expertise that you are qualified and capable of doing).
- Submit your completed 'Standard Registration' (Phase 2).

You are now automatically activated by RSM and ready to receive Relief 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 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 soon.



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