



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, please make sure your minimum phone software version is compatible with iPhone version 15.0 & Android version 12.0. 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 the 'App' will not work properly on your phone!

You must register using a Standard Registration. Type the following link into your web browser for information on how to setup your account and where to do it:

<https://reliefstaffmaestro.com/portfolio/>.

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' 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.

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 & Ed Dept teaching staff)

Once approved, 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).

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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