



St Denis School

Joondanna

St Denis Relief 2023

Thank you for wanting to join our school's Relief Staffing Database for 2023. 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.

RSM is offering FREE Standard Registrations for the following School Plans:

- **1 School for FREE**
 - All Relief Teachers and Relief Non-Teachers

- **2 Schools for FREE**
 - 2022 Teaching Graduates
 - 2022 Education Assistant Graduates
 - 2023 3rd or 4th Year University Teaching Students can register as Education Assistants

All other School Plans (which allow you to select more schools) will require payment. RSM's 2023 prices (Teachers range from \$44.00 - \$108.00) and (non-Teachers range from \$33.00 - \$72.60)

Important Information from Relief Staff Maestro

Before registering, please make sure your minimum phone software version is compatible with iPhone version 14.0 & Android version 8.0. 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. Use the following link to view the steps for a 'Standard Registration': Registration Information (<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 Registration.

Once you are ready:

- Click the '**Register Online**' button at the bottom of the above 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

Once you 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)

- **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 teachers wanting to teach in an EDWA school and all non-teachers)

Following this, RSM verifies and approves your 'Standard Registration':

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 selected for you but there may be others that you can select that suit your qualifications and confidence to teach

When you 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