



Administration Officer - Attendance Officer 0.67FTE variable*

BACKGROUND INFORMATION

Carey Baptist College Harrisdale campus commenced in 1998 as a mission of Carey Community Baptist Church and has experienced exceptional growth in that time. With over 1500 students, the College has now gained a reputation of a quality Christian education provider and workplace. The organisation has grown in capacity and seeks to journey well with families throughout their time at the College, thus forming our mandate.

The Administration Team that supports the primary function of the College looks to continually improve our processes and teamwork to support the College functions, much of this advancement has begun with moving toward cloud-based technologies and leveraging off software. The Attendance Officer is involved in this team while working closely with the Assistant Principal - Pastoral Care in both the Secondary and Primary School.

OVERVIEW OF JOB FUNCTION

We are looking for a candidate who can record and maintain student attendance information on a daily basis using software programs such as SEQTA. The successful applicant will have excellent administration skills, outstanding communication skills, a high attention to detail, and the ability to work well within a team environment.

A commitment to the values and ethos of Christian education is essential.

DUTY STATEMENT

The Attendance Officer is responsible to the Administration Manager, however receives direction on the majority of tasks from the Secondary APPC (Assistant Principal - Pastoral Care) and, when required, the Primary APPC (Assistant Principal - Pastoral Care).

The role is responsible to the Administration Manager and ultimately the Business Manager at Carey Baptist College Harrisdale.

ROLES & RESPONSIBILITIES

GENERAL

1. Responsible for oversight of student attendance across the College from K-12
2. Maintain positive interpersonal relationships with a wide variety of staff
3. Assist the wider administration team where needed and available
4. Other duties as requested from time to time by the Principal, Business Manager or Administration Manager

REPORTING

5. Maintain the accuracy of student attendance in SEQTA
6. Absence reporting obligations to the various government departments
7. Attend to SEQTA records relating to Student withdrawals
8. Attend to SEQTA records relating to Student suspensions

DAILY ATTENDANCE

9. Maintain the accuracy of student attendance in SEQTA
10. Maintain calendar for absentees with excursions, incursions and camps and organise teachers to confirm attendance
11. Monitor student attendance through the day-to day screen
12. Monitor incomplete roll report throughout the six session of the day
13. Process absentee voice mail, SMS, and emails promptly
14. Process correspondence from parent
15. Monitor late arrival and early departure for school through the kiosk
16. Process student late to session (Secondary only)
17. Monitor and process library and special music student kiosk entries
18. Liaise with teaching staff as discrepancies arise in student attendance
19. Send SMS to parents regarding student absence
20. Email parents regarding student absence
21. Process 'Absence Follow-up Form' (AFF)
22. Balance, close and print daily absence reports

And other duties as required by the Administration Manager or Business Manager.

ESSENTIAL ATTRIBUTES

- A Christian-based lifestyle and ethos
- Knowledge and understanding of school administration systems
- Exceptional written and oral communication skills
- Excellent word processing and IT skills, including competent knowledge of a range of software packages such as MAZE database, SEQTA, Word, Excel and cloud-based technologies
- Be pro-active and work ahead to achieve deadlines
- Good organisational and time management skills
- Ability to work under pressure and to tight deadlines
- Ability to work on own initiative
- Ability to exhibit multi-tasking and work independently
- Honest and reliable
- High attention to detail

OTHER INFORMATION

Experience, Qualifications and Special Conditions:

1. Excellent collaborative skills, and an ability to be able to effectively communicate with students, parents, teachers, external agencies and support structures
2. Demonstrated experience of working within a school environment
3. A current 'Working with Children Check' (or eligible to obtain one)
4. 'WA National Police Clearance' (or eligible to obtain one)

The role works Monday, Tuesday, Thursday and Fridays during the school term and one week before the commencement of school each calendar year. Office hours are 8:15am until 4:15pm.

REMUNERATION AND CONTACT TIME

Due to the nature of this role, contact time is according to student attendance with an additional week before students commence the school year.

\$53,000 - \$59,000 is the full time annual equivalent for 2016, the fortnightly salary will be scaled to reflect the contact time of 0.67 full time equivalent. The salary range will be negotiated based upon qualifications and experience.

KEY TERMS AND CONDITIONS

As per the Fair Work Australia and the applicable award is the Educational Services (Schools) General Staff Award 2010.