



ROLE DESCRIPTION

STUDENT ADMINISTRATION OFFICER

1. ROLE PURPOSE

The Student Administration Officer works for the Deputy Headmaster, Student Administration and is a member of the broader School Administrative Support Staff Team, which is inspired at all times by the highest ideals of collaboration, co-operation, integrity and team-work. The function of the Student Administration Office team is to deliver a broad range of services to support the School's educational, pastoral and co-curricular mission. Within that context, the role of the Student Administration Officer focuses primarily on providing exceptional professional and administrative support to the Students, Parents and Academic Staff on a daily basis.

2. ROLE RELATIONSHIPS

The Student Administration Officer is responsible to the Deputy Headmaster Student Administration—and provides administrative support to the Student Administration Office. As with all School employees the Student Administration Officer is ultimately responsible to the Headmaster.

This position will engage with Knox Grammar School staff, parents, students and external parties with an inclusive, courteous and service-orientated disposition. This position will deal with matters of a sensitive and confidential nature diplomatically and discreetly.

3. ROLE RESPONSIBILITIES

The role of the Student Administration Officer is to provide a single point of contact for students, parents and Teachers. To record and monitor all absent, late and student movements in and out of the School each day, and enter the information into the TASS database.

Relationships

- To contribute to the building of positive professional relationships within the School and broader School community.
- To assist in developing effective communication links across the School community.
- To provide support and loyalty to professional colleagues.
- To provide prompt and cheerful service within the Student Administration Office to staff, students, parents and visitors.

Key Administrative Support Services

- To be proactive and energetic with a positive approach to work.
- To have a demonstrable capacity to manage and prioritise tasks.
- To be discreet and able to maintain strict levels of confidentiality.
- To have highly developed organisational and interpersonal skills.
- To have meticulous attention to detail.
- To have ICT skills of the highest professional level.

Key Support Services

- To record and monitor all absent, late and student movements in and out of the School each into the TASS database.
 - Liaise with parents, Academic Staff, Counsellors, General Duty Master, Music Centre, Clinic, Boarding Staff and Students regarding attendance.
 - Generate daily report of Student attendance for Senior Staff.
 - Respond to Staff regarding the whereabouts of unexplained absence.
 - Enter class rolls throughout the day for Teachers unable to access TIA.
 - Follow up parents for absentee notes not received.
 - Enter all excursions, incursions and camp information prior to the event, checking the school planner and emailing teachers as required.
 - Dealing with parent and student enquires and requests throughout the day, including delivering messages.
 - Photograph and produce ID cards for Students and Staff.
 - Distribution of student travel passes and concession cards.
 - To manage the mail out of student reports.
 - To attend Mentor Meetings with the pastoral team.
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4. WORK HEALTH & SAFETY

The incumbent will actively support and contribute to the maintenance and development of a safe working environment by:

- reporting incidents or accidents to the appropriate staff as soon as possible
- working within the WHS management systems that have been adopted by the School

5. LENGTH OF TENURE & APPRAISAL/REVIEW CONDITIONS

The Student Administration Officer is appointed on a permanent, ongoing basis. As with all school staff, the incumbent will undertake regular programs of review and development.

6. TERMS AND CONDITIONS

The Student Administration Officer is employed under the general terms and conditions of the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2015-2017* or any industrial instrument that replaces that Agreement. The incumbent shall work such hours as are reasonable and necessary to carry out the responsibilities of the position as set out in the role description. The role may require flexibility in work hours when workload demands.

7. REMUNERATION

This is a permanent, full time, term time plus two extra weeks position. Remuneration for the position will be commensurate with qualifications, skills and experience and in accordance with the terms and conditions of the *Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2015-2017*. Superannuation Guarantee at the current legislative rate will be paid by the school in addition to salary.

Please note:

All staff are subject to mandatory screening procedures in line with Child Protection Legislation