



*Let Your Light Shine*

# Nagle College

## Bairnsdale

### Position Description

**Position:** Student Attendance / Administration Assistant  
**Reports to:** Deputy Principal Pastoral

#### Mission

##### *'A Faith Filled Learning Community, Striving for Excellence'*

In accordance with the College Mission Statement, Nagle College is a dynamic and effective learning community that promotes creative teaching and learning through a challenging and relevant curriculum permeated by Catholic values and the pursuit of academic excellence.

Persons employed at Nagle College are expected to fully support the aims and objectives of a Catholic School and ensure that all aspects ensure that all aspects of their responsibility are in accord with the mission of the College as part of the Catholic Church.

#### Job Scope:

The Student attendance/Administration Assistant role is primarily responsible for the electronic record keeping relating to the absences of students from the school on a daily basis between Pastoral and Period 1 and subsequent follow up of parents/guardians as well as providing administrative support for the daily duties required from the Student Services area.

#### Responsibilities:

##### *Student Attendance*

- Entering data from recorded messages / emails left on the school absence line on a daily basis.
- Monitoring the marking of attendance data by teaching staff for Pastoral and Period one and reporting any anomalies.
- Identifying unexplained absences and resolving by
  - Considering possible reasons for student absences from class, excursions, music lessons, etc.
  - Make a reasonable attempt to contact the primary contact or emergency contact (if primary contact is not available) to follow up absences of students and recording details in SIMON.
- Collect and coordinate data to determine and document reasons for absences by students chronically absent, and provide information to Pastoral teachers, School coordinators and Deputy Principal – Pastoral where necessary.
- Monitor and follow up (letters) for VET absences as directed

## **Deputy Principal-Pastoral**

- Assist students with general requests in line with Student Services
- Maintain the confiscated jewellery, confiscated items and mobile phones and devices register. Enter details on SIMON and SMS families where appropriate or directed
- Provide administrative support to the College Counsellors and Year 7 to Year 10 School coordinators as directed by the Deputy Principal- Pastoral
- Check student absences each session and provide regular reports to Deputy Principal and other staff as required
- Prepare the learning support rolls for Staff for lunchtime and after school.

## **Other Duties**

- Provide anaphylaxis training and testing as directed by Deputy Principal - Learning and Teaching

## **Commitment to Child Safety**

- Be familiar with and comply with the school's child safe policy and code of conduct and any other policies or procedures relating to child safety
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Assist in the provision of a child safe environment for students

## **General Duties**

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures
- Demonstrate professional and collegiate relationships with colleagues
- Attend school meetings, mass, and Personal Development days
- Any other duties as requested by the Principal

## **Organisational Relationships**

The Student Attendance/Administration Assistant role has a number of key internal and external relationships.

**Reports to:** Deputy Principal Pastoral

**Internal liaisons:** Teaching and non-teaching staff.

**External liaisons:** Parents / Guardians

## **Judgement Decision Making:**

The Education Support – Student Attendance/ Administration Assistant position requires employees to exercise judgment to identify, select and apply the most appropriate available guidelines and procedures

## **Skills and Competencies:**

- A sensitivity and understanding of the Catholic ethos as it relates to the Church's mission in education.
- Must hold or be willing to acquire a Working with Children Check and if required must be willing to undergo a National Police Record Check
- Skills to Handle confidential information in an appropriate manner
- Excellent skills with MS Office required
- Experience with synergetic and SIMON database or similar are required

- Excellent communication skills both written and verbal
- Excellent time management skills with an ability to prioritise tasks and meet deadlines.
- Demonstrate initiative and problem-solving skills with an ability to improve process and practices.
- Ability to work independently and collaboratively as required
- A commitment to ongoing professional learning and growth in skills