



POSITION DESCRIPTION: Student Services Officer – Junior Campus

Purpose Statement

To faithfully serve and support all students, parents and staff of the Christian College community. This is to be achieved through the positive use of skills and talents to achieve the administrative outcomes required and expected by the Christian College community. This act of service is a reflection of the servant nature of Jesus as it is observed in his compassion and care of all people.

Expectations of Duties

- administers first aid and prescription medications to students for the purpose of providing emergency and necessary care in compliance with established guidelines. Monitors students referred for illness for the purpose of ensuring student welfare and maintaining a secure office environment. Determines whether to contact parents if student's illness is serious enough for them to go home. Maintains first aid kits to be ready for use at all times and maintains accurate sick bay records.
- assistance with booking of tours for prospective families.
- attendance maintenance. Records student absences and maintains accurate attendance records in compliance with legal requirements.
- procures supplies and materials for the purpose of maintaining availability of required items (eg letterhead, certificate paper, stationery, paper, medical supplies)
- assists staff with photocopying, scanning and laminating as required
- responds to enquiries from telephone or reception for a variety of internal and external parties (eg staff, parents, students) for the purpose of providing information or direction and/or facilitating communication among parties
- oversees lost property, student enquiries, uniform distribution, mail run and distribution collected from Middle School and photocopying for the purpose of ensuring the completion of activities in an accurate and timely manner
- procures supplies and materials for the purpose of maintaining availability of required items (eg administration stationery, photocopy paper) in a timely manner
- responds to enquiries from telephone or reception for a variety of internal and external parties (eg staff, parents, students) for the purpose of providing information or direction and/or facilitating communication among parties
- maintains a wide variety of manual and electronic documents, files and records etc
- performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit
- assists Head of Campus Secretary as required

Behaviours

The behaviours required of you whenever you are on duty representing Christian College whether on or off campus can best be summarised as *“treating others as you would like them to treat you”*.

Examples of this behavioural philosophy include, but are not limited to:

- act with integrity at all times
- be open and honest in all communication – students, staff and parents
- respond promptly to communications
- show respect to all students, staff and parents
- must maintain appropriate relationships with students at all times
- embrace change
- act with professionalism ensuring that personal goals are in line with the College vision and strategies
- act with professionalism ensuring that personal goals are in line with the College vision and
- have a good working knowledge of all the policies and procedures
- be a self-starter, show initiative
- strive for excellence, take pride in what you do
- be accountable and responsible
- be punctual
- offer ideas for improvement
- offer and receive feedback
- be active in managing hazards and risks associated in performing daily tasks

Expectations of Skills

- sound knowledge of Microsoft application, particularly Word
- exercise confidentiality in all matters
- good administrative and organisational skills

Organisational Relationships

- reports to the CEO’s Secretary on Administrative matters
- for educational functions reports to the Head of Campus

General Conditions of Employment

This position is employed under the conditions detailed in the Educational Services (Schools) General Staff Award 2010/School Administration Services. A copy of this Award is provided on the Fair Work Australia website: www.fairwork.gov.au.

The position is based on a 38 hour week with starting and finishing times to be negotiated with the Head of Campus, making sure office hours are covered daily.

A Working with Children Card and first aid certificate is required for this position.