



ATTENDANCE OFFICER YEAR 7 - 9

Job Requisition No. 1547592

ES LEVEL 1 – 2 – Full Time

FIXED TERM

Location: Hoppers Crossing Secondary College
2 Fraser Street, Hoppers Crossing, Vic. 3029.

Time Fraction: Full Time (FTE 1.0)

Salary: \$56,580

Commencement Date: 2nd November (Approx)

General:

An education support class position at this range will perform tasks that are carried out in accordance with guidelines, accepted practice, and school policy under supervision and direction. This may include coordination of other education support class staff within the work area or educational program.

An education support class position supports the educational services being provided to students but must not include duties of a teacher as defined in clause 2.6.1 of the Education and Training Reform Act 2006 (Vic) or its successor. Supervision of students can be required individually or in groups up to 4 in controlled circumstances and where the responsibility for students remains clearly with a teacher.

Certification and/or qualifications of up to three years can be required at this level (noting that Registered Nurse is not included at this level, the first level for which is Level 1 range 3).

A role at this range may include:

Specific support tasks to achieve outcomes. Typically, this will involve accountability for a single function, (e.g. ensuring data is properly maintained) or the co-ordination of a work area under the direction of the principal or a manager.

Assisting teachers, within an educational program, by undertaking specific support tasks or the coordination of the support function.

Supervised health and wellbeing support tasks, medical intervention support tasks, or other specialised student/teacher support roles (e.g. enrolled nurses performing the role as described in schedule 3). These roles require specific qualifications and/or training, including roles where further training must be undertaken from time to time. The role is for a specific purpose, for which there will be direct accountability as opposed to support roles that are carried out by a range of staff performing routine tasks under direction.

Technical tasks that require a sound knowledge of basic technical and/or scientific principles that are used to develop and adapt work methods and make judgements where there are clear guidelines and limited options. Routine technical support in libraries, science, and information technology would be typical examples.

An education support class position at this range commencing at the base will initially be limited to undertaking routine tasks that are carried out under close supervision and direction. Work that carries some degree of independence will generally involve a limited number of tasks performed on a regular basis where priorities are clear, procedures are well established, and direction is readily available. Subject to any specific qualification and/or training requirement, an education support class employee employed in this range may be progressively required to undertake coordination, specialised student/teacher support tasks, or technical tasks as experience in the role is gained.

Position Details:

- Provide routine clerical or other administrative support responsibilities including general telephone, front office enquiries, mail deliveries, assisting with stock control, supporting organisation of meetings, receiving and initial processing of standard paperwork
- Maintain, enter and retrieve data from the schools IT systems, such as the school's records system, including computerised student, staff and school records
- Maintain and update office records, enrolment data, diary records, and basic written records
- Support or coordinate the preparation of standard routine internal and external communication according to school procedures (e.g. form letters, newsletters)
- Source basic data or factual information from given sources to support school administrative functions, e.g. books, reports, manuals, catalogues, tables, forms, etc.
- Coordinate the delivery of administrative services within the school
- In consultation with the principal, determine and manage work priorities within the school office
- Develop and implement strategies to ensure effective administration procedures
- Coordinate the implementation of requisitioning, purchasing and issuing procedures
- Manage client reception and office operations
- Liaise with school staff in regard to support requirements
- Coordinate staff timetabling

- Undertakes VASS and/or VET administration support
- Supports the first aid facilities and assists in delivering first aid to students

Major Responsibilities:

Student Attendance Monitoring and Management

- Collect, organise and file student absence notes in the relevant student records through OrganiseIT.
- Monitor student attendance and follow up on significant unexplained absences of two or more days by contacting parents or guardians on a weekly basis.
- Record all parent and guardian responses regarding student absences accurately in Compass.
- Update and maintain accurate student attendance records, including absence codes relating to circumstances such as student exits, modified timetables and scheduled meetings.
- Visit classrooms, as required, to verify students' physical attendance.
- Assist with issuing student late passes and ensure corresponding attendance records are accurately maintained.
- Generate family attendance letters every five weeks for students whose attendance falls below 80%.
- Email Coordinators, Leading Teachers and Assistant Principals regarding students requiring a staged attendance response, including those with attendance below 80%, and provide weekly attendance data by cohort.
- Generate detention lists for the relevant Sub School teams.

Communication and Liaison

- Liaise with relevant Sub School Leaders regarding follow-up phone calls for student absences and communicate concerns requiring further action.
- Work closely with the Assistant Principal of Junior School Operations to facilitate adjustments to individual student timetable data within the attendance software package.
- Disseminate relevant student attendance information to Sub School Leaders and other staff members as required.
- Provide regular communication to staff regarding unmarked rolls across Years 7–12, ensuring daily follow-up and accurate attendance records.
- Explain student attendance policies and procedures to members of the college community.
- Attend Sub School meetings as required and provide weekly attendance updates to the relevant teams.

Attendance Software and Data Management

- Upload, review and maintain accurate student and parent/guardian contact details within the attendance software package.
- Ensure student attendance data is accurate, current and appropriately coded.
- Adjust attendance records as required in accordance with established college procedures.
- Troubleshoot staff and student issues relating to the attendance software package.

- Maintain a sound understanding of the attendance software's functionality and processes to support efficient and accurate attendance administration.
- Experience with third-party attendance software packages is desirable.

Staff Support and Training

- Ensure staff are familiar with and adhere to college processes and procedures relating to student attendance.
- Provide training and guidance to new staff in the appropriate use of the attendance software package.
- Support staff in resolving attendance-related queries and software issues.
- Promote consistent and accurate attendance recording practices across the college.

General Administration and Other Duties

- Provide administrative support to the college as required.
- Undertake other duties as directed by the Principal Team or Business Manager.

Qualifications:

- Knowledge of, or ability to learn, Compass and Cases management systems.
- Proficiency in Microsoft Excel and data entry.
- Ability to maintain accurate records and manage confidential information.

Key Selection Criteria:

SC1 Demonstrated capacity to perform duties consistent with established guidelines and frameworks, including coordinating and supporting others in respect to specific work functions relevant to the role.

SC2 Demonstrated capacity to work and collaborate with others in a team environment.

SC3 Demonstrated capacity to communicate effectively in a team environment, including high level oral and written communication skills.

SC4 Possess the technical knowledge and expertise relevant to the position.

SC5 Demonstrated capacity to provide advice and support to management and other school staff in respect to the work area.

SC6 A commitment to professional learning and growth for both self and others.