



POSITION DESCRIPTION

Administration Assistant Attendance

Role Title	Administration Assistant Attendance
Department / Team	Pastoral
Classification Level	Level 4 (NSW Catholic Independent Schools MEA – Support Staff Model B)
Reports to	Assistant Principal Pastoral Care for day-to-day supervision and work allocation. Administration Manager for leave approval purposes only.
Functional relationship	Maintains close working relationship with Principal.
Direct reports	Nil

1. Mission Statement

To inspire all students to aspire to greatness.

2. College Charism and Ethos

Oakhill College's charism and ethos is derived from the five core Lasallian principles to view all things with the eyes of faith, to be inclusive, respectful, pursue excellence, and to advocate for justice and service of the poor.

3. Role Purpose

The Administration Assistant Attendance supports the effective management of student attendance by maintaining accurate attendance records, monitoring attendance patterns, coordinating daily roll processes and ensuring compliance with College and government requirements. The role contributes to student wellbeing and operational efficiency by providing timely information to staff, managing attendance enquiries and maintaining high-quality data across College systems.

4. Role Accountability

The Attendance Officer is accountable for maintaining accurate and timely attendance information by managing daily roll processes, recording attendance movements, monitoring patterns of concern and ensuring all data complies with College and government requirements. The role is responsible for maintaining student records, preparing attendance reports, processing updates through College systems and providing responsive administrative support in all attendance related matters.

5. Delegations

- Financial delegation: Nil
- People-management authority: Nil direct reports
- Operational decision scope: Responsible for accurately monitoring and maintaining attendance records, following established procedures, resolving routine attendance discrepancies, and escalating complex issues or policy exceptions as appropriate.

6. Role Responsibilities

Attendance Management

- Maintain daily accurate student attendance records including late arrivals, early departures, truancy and Approved Leave.
- Manage and communicate with parent and staff applications for Approved Leave.
- Manage daily roll processes including roll marking, anomalies, excursion and incursion attendance, and follow up unmarked rolls.
- Monitor attendance patterns, identify concerns and collaborate with relevant staff to address absenteeism.
- Manage parent Letters of Concern for attendance and Attendance Contracts as required.
- Manage the attendance mailbox and respond to parent and staff enquiries.
- Produce and distribute truancy reports for Pastoral Team.
- Prepare attendance guidance summaries as required.

System Administration

- Update student databases in collaboration with the Administration Support Officer (Pastoral Care).
- Manage TASS updates including parent lounge submissions.
- Enter student details for, but not limited to, camps, retreats, examinations and events in TASS as advised by the Pastoral and Curriculum teams.
- Input reader and writer exam support details into TASS as advised by the Diverse Learning team.

Compliance and Reporting

- Ensure compliance with government attendance reporting requirements and College policies.
- Prepare attendance reports for relevant staff and departments.
- Compile attendance data for internal and external audits and reporting purposes.
- Prepare student reports including fortnightly Student Levels and attendance summaries.

Student and Administrative support

- Arrange concession cards and travel passes for students.
- Provide general administrative support as required.
- Provide relief support for our front of house/customer facing team members when required.
- Complete any other administrative duties as directed to support operational needs, including providing coverage and assistance during periods of high demand or staff absence.
- This Position Description outlines the key responsibilities and expectations of the role and may be amended from time to time to meet operational requirements. The College reserves the right to vary duties to respond to organisational needs and to ensure staff work collaboratively and provide support to team members during periods of high demand or absence.

7. Essential Criteria

- Strong interpersonal and relationship-building skills, with the ability to engage effectively with students, parents, staff and visitors.
- Demonstrated commitment to providing high-quality customer service in a professional and welcoming manner.
- An appreciation and understanding of the pastoral care and educational philosophy of the College.
- Excellent planning, organisational and administrative skills, with the ability to manage competing priorities and meet deadlines.
- High-level verbal and written communication skills.
- High level of literacy and numeracy skills.
- Advanced computer literacy, including Microsoft Office Suite and experience using databases and student management systems.
- Demonstrated ability to maintain confidentiality and exercise discretion when handling sensitive information.
- Demonstrated ability to maintain accurate attendance records and manage student data with a high degree of accuracy and attention to detail.

- Understanding of attendance processes, procedures and legislative requirements relating to student attendance and record keeping.
- Ability to communicate effectively and sensitively with students, parents/carers and staff regarding attendance matters.
- Strong problem-solving, investigation and follow-up skills, with the ability to identify attendance concerns and escalate issues appropriately.
- Strong attention to detail, with a high level of accuracy in data entry, record keeping and administrative processes.
- Demonstrated ability to work collaboratively as a member of a team while also being self-motivated and capable of working independently.
- Strong time-management, prioritisation and problem-solving skills.
- Ability to coordinate activities, manage timelines and support the effective delivery of events, programs and communications.
- Ability to supervise students and contribute positively to student wellbeing and safety.
- Flexible, resilient and adaptable in a busy and changing environment.
- Demonstrated use of tact, diplomacy and sound judgement when dealing with a broad range of stakeholders.
- Commitment to supporting and promoting child safety and wellbeing in accordance with legislative and College requirements.
- Current Working with Children Check and National Police Check, or the ability to obtain and maintain these clearances.
- Understanding of NSW Department of Education guidelines on Attendance.
- Undertake extensive training as Administration Assistant Attendance on the College's Student Information System (TASS) on the relevant modules and reporting tools.
- Understanding of the College's policy on student attendance and behaviour and disciplinary policies.

8. Additional Requirements

All members of staff at Oakhill College are expected to:

- Adhere to the College Safeguarding Standards and Child Protection Policy.
- Hold a valid NSW Working with Children Check or be willing to apply.
- Undertake a Criminal Record Check.
- Model behaviour appropriate to a Catholic school and support the Catholic and Lasallian ethos of the College.
- Support the Senior Leadership Team to achieve the College's Mission, Vision, and Goals.
- Work collaboratively and contribute positively to team-building processes.
- Build positive professional relationships within the College community.
- Provide prompt, professional service and be helpful to visitors and community members.
- Attend staff meetings as required.
- Abide by all College policies and procedures, including privacy, confidentiality, and non-smoking requirements.
- Assist in developing effective communication links within the College community.
- Step into other administration roles when required and undertake duties outside the PD within capability.
- Undertake professional development and training when required.

9. Terms

- Permanent full-time position
- Required to work 192 days per academic year (call-back days vary)
- 38 hours per week, Monday to Friday 8am to 4.06pm
- Classified under NSW Catholic Independent Schools (Support Staff – Model B) MEA Agreement as School Support Staff Level 4).