

WAVERLEY CHRISTIAN COLLEGE Inc

1248 High Street Road, Wantirna South Vic 3152 | PO Box 395 Vermont Vic 3133
college@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 9871 8600 | Fax: +613 9887 3907

20 College Drive, Narre Warren South Vic 3805
nws@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 8765 7700 | Fax: +613 9705 9204



Position Description

Position:	Student Attendance Officer
Campus:	Narre Warren South
Employment Status:	FTE 0.8
Reports Directly To:	Head of Campus

Ministry Specifications:

Student Attendances:

- Generation and marking of roll twice daily for Primary and each period for Secondary
- Data entry of attendance at excursions, sporting activities, music, exams and other events. Relay information to Accounts.
- Provide up to date staff and student lists, in consultation with individual staff, Heads of School, and PA to the Heads of School
- Produce class rolls for Primary staff as required
- Process late passes for primary and secondary students
- Create and monitor student attendance books for the Library and VCE Study Centre

Student Absences:

- Monitor the absences email address, ensure all data is recorded in the database and inform the appropriate parties [e.g. Year Level Coordinator, Home Group Teacher, Chaplain etc.]
- Contacting parents of students, via SMS, who haven't notified the College of an absence by 10.30am
- Contacting parents of students, via a phone call, who have had unexplained absences of two or more days
- At the end of each week, provide a summary report to Home Group Teachers with student absence data for their classes
- Produce daily report of 'Rolls Not Marked' and 'Unexplained Absences' for Heads of School

Reporting of student attendance:

- Run a report on student attendance at the end of each term, and provide data to Department of Education annually
- Run a report twice a year for inclusion in the mid-year and end of year school reports
- Reporting collation for OHS compliance
- Additional reports on student absences for Senior Management, as required

Scheduling Duties:

- Liaise with the Private Music Administrator at the start of each term to update all music lessons and enter the music schedule into the database.

- Liaise with the VCAL and VET Coordinator at the start of each term to update all VET classes and enter the individual students schedule into the database

Administration Duties

- Assist the Head of Primary and Head of Secondary with administrative tasks as required
- Provide support to the General Office and other Administrative staff members/areas as required
- Flexibility in taking on varied tasks
- Actively pursue best practice in areas of responsibility

Inherent Requirements of the Position

Administration Staff

- Prolonged periods of sitting
- Using a computer for a prolonged period of time
- Some repetitive actions (e.g. stapling, hole punching, collating)
- Occasional food handling and preparation
- Ability and licence to drive College cars, as required
- Occasional bending, lifting and carrying
- Standing tasks requiring twisting and turning

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards to the Bursar and Property Manager as soon as possible

College expectations of you include:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Participation in 'in house' professional development activities
- Participation in relevant meetings
- Attendance at the first day for all staff, Staff Retreat and end of year function

Some duties will need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.