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## POSITION DESCRIPTION – ADMIN ASSISTANT (ABSENCES)

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<b>Review</b>	<b>February 2021, July 2018</b>
<b>Scope</b>	To provide assistance to the Secondary College through efficient management of student absences.
<b>Qualifications</b>	Experience with TASS (The Alpha School System) student management software is highly desirable. A formal qualification is desired, but not essential. Highly competent use of the Microsoft office suite Staff are encouraged to hold a formal qualification and to advance their skills and knowledge base.
<b>Accountability</b>	Business Manager
<b>Relates to</b>	Heads of Schools, Teachers, Students, Parents and Administration Team
<b>Attributes</b>	<p>These are generally personal in nature and reflect the desired attributes of staff members working as part of the Administration Team.</p> <ul style="list-style-type: none"><li>• Have a personal faith and commitment to Jesus Christ</li><li>• To act always in a manner consistent with the College Ethos.</li><li>• To foster team-work within the office.</li><li>• To prioritise and effectively manage workload</li><li>• To communicate effectively with parents, students, and staff</li><li>• To communicate well in both written and oral form</li><li>• Demonstrate a level of commitment to maintain personal professional knowledge and skills</li><li>• Maintain confidentiality</li></ul>
<b>Responsibilities</b>	<p>Provided below are the primary responsibilities for this position. From time to time other duties may be deemed necessary and these will be determined in conjunction with the person/s to whom you are accountable. Attention should be given to maintaining the priority of the duties listed below. Responsibilities described in the Position Profile will be reviewed annually.</p> <p>General:</p> <ul style="list-style-type: none"><li>• To understand scope of role in relation to Pastoral Care Policy and Procedures</li><li>• Demonstrate discretion in relation to sensitive information regarding students, parents and/or staff.</li><li>• Be well-informed in relation to responsibilities under the Privacy Act.</li><li>• Be well-informed in relation to responsibilities under the Commission for Children and Young People Act 2000 and revisions 2004.</li><li>• To respond to parent and teacher enquires in a timely and supportive manner.</li></ul> <p>Student Attendance:</p> <ul style="list-style-type: none"><li>• Ensure student rolls are marked each day<ul style="list-style-type: none"><li>○ Manually mark rolls (for relief teachers, system outage, excursions, early classes etc) in TASS</li><li>○ Follow up teachers who have not marked roll</li></ul></li><li>• Process the answering machine for notified absences</li><li>• Process late arrivals and early departures in TASS</li><li>• Send SMS for any unauthorized absences</li><li>• Process SMS response</li><li>• Generate reports as necessary</li><li>• Amend rolls as necessary – notify of truanting</li><li>• Generate and print rolls during evacuation</li></ul> <p>Student Reception</p> <ul style="list-style-type: none"><li>• Relieve Student Reception during lunch breaks/as required</li><li>• Answer incoming calls</li></ul>

- Process late and early students
- Handle student enquiries
- Organize messages to be sent to students

Community Service

- Liaise with Head of Department for Christian Living
- Liaise with community organisations and internal departments for placements
- Liaise with bus co-ordinator
- Allocate student placements
- Create rolls/bus rolls
- Process requests for placement changes

Medical Alerts

- Update Medical Alert Lists for Junior and Secondary School
- Upload lists to Staff Portal
- Communicate with parents as necessary for updated information

Other

- Duties as required

**Reference Documents**

Pastoral Care Policy and Procedures  
NCC Enterprise Agreement  
Staff Code of Conduct  
Staff Dress Code

**Appraisal**

Key Performance Indicators (KPIs) established in consultation with incumbent staff member and managers.

KPIs to be established within 2 months of commencement or after review of Position Profile

**Review**

Twelve monthly

**Salary**

In accordance with levels set out in the NCC Enterprise Agreement

**Hours of Work**

Term-time position. Daily commencement is at 8.00 am and concluding at 3.30 pm. Additional work may be required during school vacation periods, and prior approval for this should be provided through the Business Office.

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