

## Introduction

Kennedy Baptist College's mission is "to provide educational excellence in a Christian context, addressing the needs of individuals for lifelong learning". We are committed to fulfilling this mission as a College community as we serve God by serving our students, families and each other. Underpinning the mission and culture of the College are our values defined as **faith, integrity, boldness, growth** and **service**.

- **Faith:** The Christian faith undergirds all the College's activities
- **Integrity:** The College Community demonstrates respect and honesty towards all its members and delivers on its promises
- **Boldness:** Staff and Students are bold in accepting the challenges on offer at the College and strive to achieve the best outcomes.
- **Growth:** College Community members develop their unique gifts and talents and strengthen their areas of weakness.
- **Service:** College community members serve others within the college, and local, national and international communities.

## Role Summary

**Position:** Administration Officer – Attendance

**Responsible to:** Office Manager

**Job Purpose:** Reporting to the Office Manager, this role provides administrative support to the College community. Representing the College to stakeholders, this role is a public face reflecting the College's Christian ethos and values to achieve its vision and mission.

## Responsibilities

### Attendance / Student Services

1. Consistently model the College's Vision, Mission and Values in all dealings with students, staff and external parties.
2. Maintain and update absentee information into SEQTA from emails, SMS, phone messages, absentee app and notes
3. Communicate daily to parents/guardians regarding unresolved absences
4. Action attendance demerits
5. Ensure check of pastoral care attendance report and corresponding pastoral care note entries
6. Entry of Leave of Absence forms and liaising with Heads of Year as required
7. Entry of students' attendance to Excursions and Events from TASS to SEQTA
8. Liaise with and report to Director of Students regarding student attendance issues
9. Liaise with and report to Deputy Principal of Pastoral Care regarding attendance related pastoral care and SAS attendance issues

10. Liaise with Deputy Principal of Curriculum regarding VET/TAFE students' attendance, music lessons and Learning Support tutorials
11. Weekly attendance reporting to Heads of Year (added)
12. Reporting of Roll Errors and Incomplete Rolls to Director of Students and Director of School & Staff Development
13. Update and publish tutorials/music lessons weekly
14. Complete Annual and bi-annual State and Federal Census reporting
15. Assist in Student Services and Reception (including availability for relief)

## Selection Criteria

### Essential

1. Demonstrated commitment and capacity to actively promote the Mission and Values of Kennedy in the school community
2. Display discretion, confidentiality and integrity between students, parents and the wider community.
3. Establish effective working relationships with all staff of the College.
4. Highly developed written and verbal communication skills. Outstanding interpersonal skills to professionally represent the College to Students, parents and the Community.
5. Demonstrate developed organisational skills and administration skills within the MS Office product suite and working within general office procedures.
6. Contribute consistently as a team member whilst also being a self-starter displaying initiative and responsibility.

### Desirable

1. Experience with TASS and SEQTA
2. Current First Aid certificate
3. Previous experience in a secondary school environment

## How to apply

To apply for an advertised employment position at Kennedy Baptist College please fill in the online [Employment Application Form](#) on our website.

Please ensure you have ready your CV, Cover Letter, Selection Criteria (if applicable), references, a written reference from your church pastor/minister and digital copies of all academic records. You will be asked to upload these documents as part of your submission of this application.

Please Note: Should you be invited to an interview, given the position applied for involves working with and actively presenting the Christian Gospel to children, you will be asked your personal views on Faith issues. Given the Christian nature of the College and the expectations of all who enrol, agreement with the College's [Statement of Faith](#) and [Staff Code of conduct](#) is a pre-requisite.