

- Within a variety of routines, methods and procedures, provide significant assistance in the enrolment, family liaison and placement of overseas students

Specific Duties:

- Provide reception services for students.
- Enter absentee data into the computer, process late and early departure of students in computer and provide year co-ordinators and deputy principal with absentee details for the day.
- Provide students with information at student reception and refer for counsellor's appointments etc.
- Manage student data in SLIMS and the QCAA Student Management System by:
 - Establishing, managing and providing the confidential delivery of legislative requirements (eg LUI numbers, enrolments, academic results)
 - Entering individual and uploading cohort data (eg subject offerings, enrolments, QCE eligibility status)
 - Publication and direction to Heads of Faculty & subject teachers regarding reporting requirements in Year 10, 11 and 12 Senior Secondary subjects offerings.
 - Ensuring consistency between College reporting records and QCAA Student Management records.
 - Compiling and communicating S1 student exit data to other educational institutions
 - Collation, distribution and maintenance of senior student provisional statements
 - Troubleshooting Student Academic Set Plan data progression
- Providing support to Leadership, teachers and students during Year 10 Set Plan interviews, examination blocks, assessment collection, recording and distribution of submissions to staff, graduation events and Year 12 exit procedures.
- Providing administrative support to Leadership Team members, Heads of Year and Heads of Faculty.
- Provide office-based clerical assistance to other staff as required.
- Be responsible for general management of document retention (archiving)
- Enter data into computer and prepare student reports for review by the administration team.
- Monitor student records and report as required.
- Prepare and distribute internal and external correspondence, notices etc at an advanced level using programs from the Microsoft suite.
- As First Aid Officer, monitor and care for students in sick bay, complete Riskman documentation and follow procedure in relation to student sickness and dispensing of medication.
- Other administration duties as requested by Leadership or the Office Manager.
- As part of the WHS procedures at the College:
 - (a) Ensure student & staff accidents are recorded in Riskman.
 - (b) Be responsible for First Aid and emergency, including all audits in these areas:
 - First Aid Training and register
 - Student medications and health care plans
 - Emergency Evacuation and Lockdown procedures
 - Bomb Threat
 - Riskman Incident investigation
 - Relief and volunteer inductions
 - (c) Ensure all Staff annual training is completed online:
 - Fire Video
 - Anaphylaxis and Epipen (From 2020 Epipen training must be by First Aid Provider)
 - Asbestos
 - Powerpoint
 - WHS Handbook
 - (d) Working with Facilities Manager:
 - Organisation of annual training
 - Yearly check and update of WHS information and requirements for staff
 - Completion the annual Principal's checklist to be submitted to CEO
 - Communications to staff of updates and circulars

I acknowledge that I have sighted and been provided a copy of this Position Description.

Employee Name (Please Print)

Signature

Date