

## Student Services Officer

### Position Description

<b>Area of Employment</b>	Student Services Officer
<b>Status and Tenure</b>	Part Time (0.6 FTE)
<b>Position Reporting To</b>	Deputy Principal – Wellbeing & Student Experience
<b>Accountability</b>	Director of Corporate Services
<b>Classification</b>	Woodcroft College Enterprise Agreement 2023 Grade 3
<b>Hours of Duty</b>	Five days per week (8.30am to 3.30pm) 40 weeks per year

### About Woodcroft College

Woodcroft College is an independent coeducational Anglican school located in Morphett Vale. Established in 1989, Woodcroft welcomes students from ELC to Year 12 into a progressive, engaged and energetic learning community.

The College offers a broad curriculum complemented by an extra-curricular program designed to encourage students at all year levels to explore and understand their potential. Our commitment is to help every student *Find Their Remarkable*.

Woodcroft is known for its strong sense of community, a positive values-based culture and a learning and teaching environment driven by Guiding Principles.

The school enjoys an enviable reputation and attracts families from across the southern region of Adelaide. Enrolments have grown to 1,600 students and the College employs 195 staff.

Woodcroft College is committed to recruiting and retaining high quality staff with an Enterprise Agreement offering favourable conditions including competitive salaries and additional annual leave.

To learn more about Woodcroft, please visit our website: [www.woodcroft.sa.edu.au](http://www.woodcroft.sa.edu.au).

### Values

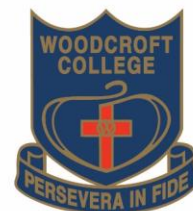
**Inspire Confidence:** At the very heart of Woodcroft College is a desire to inspire confidence in our students and each other.

**Generous Spirit:** As a school founded in the Anglican tradition of kindness and compassion, Woodcroft College is recognised for its spirit of generosity, social justice, and service.

**Keep Growing:** A future-focused, growth mindset is a fundamental characteristic of healthy, happy individuals - and it is a central tenet for all at Woodcroft.

**Real Connection:** Woodcroft is home to a close-knit community of educators, students, and their families.





### **Position Objective**

The Student Services Officer is responsible for absentees and providing administrative support as required.

### **Reporting and Working Relationships**

The Student Services Officer reports directly to the Deputy Principal – Wellbeing & Student Experience with Accountability to the Director of Corporate Services.

## **PART A**

### **Key Areas of Responsibilities**

- Provide a message service to staff and students in the Middle and Senior schools.
- Providing attendance reports and data as required.
- Contribute to the management of Middle and Senior school student absentees by compiling daily advice of absences and recording details in both computerised and hard copy format, liaising with staff and parents and maintain a record of student movement out of the College.
- Provide general support to Middle and Senior school teaching staff.
- Provide support within College administration areas as required.
- Monitor the arrivals and departures of Year 12 students on contracts and record activity clearance form information.
- Assist with BMS database.
- Liaise with other student services officers to monitor student absences.
- Relieve other student services officers at lunchtimes and other times as required.
- Manage the delivery of messages and / or items to students as required during the school day.
- Student administration tasks
- Assist with general administration tasks as required.
- Any other duties as directed.

### **Legal Responsibilities**

- Adhere to company processes and procedures to comply with Australian Privacy Principles.
- Adhere to all applicable WHS legislations.

## **PART B**

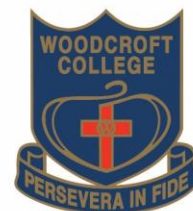
### **Essential Requirements**

- Current Working with Children Check (WWCC).
- Current Responding to Abuse and Neglect Certificate (RRHAN-EC).
- Current drivers' licence.
- Acceptable working VISA if an overseas applicant.
- Evidence of your entitlement to work in Australia.

### **Desirable Requirements**

- Recent experience working in a school-based administration environment.
- Experience in using word processing and computer packages currently in use within the College.





### **Personal Attributes**

- Customer service ethos and positive mindset.
- Demonstrated administrative skills.
- Supportive of the Christian ethos of the College and a commitment to independent education.

### **Skills and Experience**

- Typing / Word processing skills.
- Work with limited supervision and handle high volumes of work, organise priorities to meet deadlines.
- Show ability to handle and maintain confidential information.
- The ability to provide a high level of service when dealing with College families, students and staff.
- Participate in a team structure and contribute to the College goals and directions.
- Communicate well both orally and in writing.

## **PART C**

### **Applications**

Applications should be addressed to Shannon Warren, Principal and emailed to:

**employment@woodcroft.sa.edu.au**

Applications should include:

- A cover letter addressing Part B - Essential Requirements criteria.
- A current resume.

**Applications Close:** 4.00 pm, Friday 26 April 2024

