

Role Summary

Position: College Administration - Attendance Officer

Responsible to: Office Manager

Job Purpose: The Attendance Officer is responsible for the provision of administrative support to the Office Manager and Director of Students. This will include:

- Maintaining the College Attendance Register
- Staff, student and parent liaison.

Responsibilities

Major Responsibilities

- Responsible for the oversight of student attendance across the College from Year 7 - 12
- Maintain the accuracy of student attendance in SEQTA
- Processing Leave of Absence forms
- Assist with monitoring of student lockers
- Ensure that the Student Service office provides an effective and efficient service to students of the College
- Responsible for the enquiry desk; supporting students, parents and teachers
- Contribute to the provision of a safe working environment within the College
- Support the First Aid Officer with students requiring medical attention.

Selection Criteria

Essential:

The successful applicant must be able to demonstrate:

- Willingness to uphold and live the Mission, Vision and Christian values of the College
- Excellent data entry skills and speed
- High attention to detail
- Ability to work under pressure and to tight deadlines
- Outstanding verbal and communication skills
- Ability to work in a team and individually
- Proficiency in secretarial skills and superior knowledge and understanding of word processing, email and database programs
- Ability to maintain confidentiality, and to demonstrate initiative and creativity in work skills
- Excellent organizational skills.
- Valid Working with Children Check
- Up to date COVID-19 vaccination

Desirable:

- Experience using TASS and SEQTA software
- Experience in a secondary school environment
- Current First Aid Certificate.

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, Police Clearance, 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.