



Role Statement

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| ROLE TITLE: | Student Services Coordinator |
| DEPARTMENT: | Administration |
| REPORTS TO: | Head of Secondary School |
| RESPONSIBLE TO: | Principal |
| EMPLOYMENT CONDITIONS: | <i>Queensland Anglican Schools Enterprise Agreement 2021</i> |
| CLASSIFICATION LEVEL: | 3 |
| DATE PREPARED: | May 2024 |
| DATE REVISED: | - |

ORGANISATIONAL ENVIRONMENT

Mission

Fraser Coast Anglican College is a contemporary learning community shaped by the image of God that values the whole child - Body, Mind and Spirit. We educate our students to use the gift of their education to advance their community as well as themselves.

Vision

Empowering our community for the building of a better world.

ORGANISATIONAL EXPECTATIONS

All employees are expected to respect the confidentiality of the individual, and to treat all members of the College community with courtesy.

All employees are bound by the requirements of the College's policies, procedures and any other practices (such as the Code of Conduct) and are expected to provide appropriate support and pastoral care to students of the College.

Fraser Coast Anglican College is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *Work Health and Safety Act 2011*.

As a condition of employment employees are expected to obtain and hold for the duration of employment, a current Suitability Notice (Blue Card). Teaching staff are also required to maintain their Teacher Registration.

Student Services Coordinator
Private and Confidential
May 2024

Note that staff are required to familiarise themselves with the College Child Protection Policy.

With regard to student behaviour, a non-teaching staff role is not to actively discipline a student but rather one of observance and reporting (to the appropriate teacher or Head of Sub School) of any misdemeanour so that sanctions may be invoked where required. However, within the staff's Duty of Care it may be necessary to step in when a situation is unsafe or a student is at risk.

All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body, or the College.

Proof of qualifications will also be required prior to commencement.

PRIMARY ROLE PURPOSE

The **Student Services Coordinator** is expected to support the College community (Principal, staff, students and parents) in the continued promotion of the philosophy of the College which is founded on the Mission Statement.

The position is responsible for executive assistance to the Heads of Schools and the coordination of Student Service Officers and Gap Student/s.

This role requires someone who is flexible, adaptable, calm under pressure and shows initiative to meet the requirements of Executive staff as well as the student services team.

RELATIONSHIPS and AUTHORITY

This level requires employees who have had sufficient experience and/or training to enable them to carry out their assigned duties under limited supervision, using established procedures, practices and instruction from the Heads of Schools.

Problems are solved by reference to established practices and procedures, and the application of initiative or judgement in applying them or by reference to the Head of Schools.

The position is responsible to the Principal and reports to the Head of Primary School and/or Head of Secondary School for the day to day performance of duties. Employees at this level are responsible and accountable for their own work.

SKILLS AND KNOWLEDGE

- Experience in a similar role within an independent school environment is highly desirable.
- Skills/knowledge gained in a specific area due to experience and or qualifications
- A current Working with Children Check (Paid) Blue Card Current
- First Aid Certificate
- Microsoft Office and database management skills.

KEY ACCOUNTABILITIES:

Executive Administrator

- Provide executive assistance to the Head of Secondary School and Head of Primary School.
- Manage and prioritise appointments, emails, and calendar commitments.
- Manage parent and staff queries & expectations.
- Preparation of high quality, accurate word processing of various confidential reports including government reports in timely manner.
- Carry out other duties as required by the Head of Secondary School and Head of Primary School.

Student Services

- Oversight and coordination of the Student Services team's workflow.
- Oversight of all administrative duties associated with Student Services.
- Oversight of catering/bookings for meetings and functions as required.
- Oversee and assist with the management of daily staff absence and supply.
- Oversee the organisation of public functions and parent-teacher evenings.
- Provide support and cover for Student Services Officers during times of absence and/or leave.
- Work collaboratively with the Director of Teaching and Learning to maintain QCAA records and confirmation reporting.
- Provide excellent customer service to parents/guardians, external bodies, staff and students.
- Preparation of agendas and other materials for Committees.
- Provide support for College events.
- Data entry and reporting as directed.

General:

- Annual review of procedure manuals and manage the training of staff under their direction.
- Regular meetings and appraisal meetings with staff who are under direct supervision of the Student Services Coordinator.

Other

- Carry out other duties as required by the Principal.