



Attendance Officer – Job Description

Our Vision for Learning – Growth through Challenge

We recognise each child is special and unique, and we are committed to the personal excellence of each and every learner, regardless of their learning ability. The College always maintains a focus on providing the best support for the intellectual development of every learner so each has the best possible chance to excel. Our vision is therefore to help our students reach their greatest potential. The qualities we seek in our Graduates are captured in the words: to serve with pride, lead with confidence and inspire to impact lives.

Purpose of the Role

The College Attendance Officer is part of the Administration Team at Prendiville Catholic College. This position is responsible for overseeing the College's attendance procedures, ensuring that accurate records are maintained as well as providing general administration assistance as required.

They are responsible for general student enquiries, access to Student Services and the transition of new students to the College as well as other tasks important to the smooth operation of the Prendiville Centre

Whilst the role is particular to Attendance, the Attendance Officer may be required to assist and/or cover other Administration positions as required.

Responsibilities and Duties:

- Administrative duties related to Student Attendance.
- Demonstrated high level of interpersonal skills which contribute to a positive and vibrant workplace.
- Demonstrated ability to work independently and collaboratively.
- Excellent oral and written communication skills and high level of attention to detail and accuracy.
- Manage student sign in and sign out process.
- Assist with early departure and late arrival emails.
- Phone parents of students that report to student administration for an early departure.
- Additional administrative tasks and support as required on a daily basis.
- Other duties as directed by the College Leadership Team.

Other Duties:

- Any other duties as deemed appropriate and necessary as directed by the Principal.

Essential Criteria:

- Experience with the full range of Microsoft Office software is essential.
- Knowledge of AoS and SEQTA would be an advantage.

Statutory Requirements:

- Working With Children card – Western Australia
- Nationally Coordinated Criminal History Check issued by the Department of Education

Employment Details:

Job title	Attendance Officer.
Employment Status	Part-time, Ongoing position.
Classification	Level 3.1 Administrative and Technical Officers Award in accordance with the EBA.
EBA	The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement 2014
FTE/Salary	0.53FTE - \$36,110.40 per annum
FTE / Work Arrangement	41 working weeks per year. 8am to 4pm, 3 days per week. (working days to be negotiated at interview). 6 month probationary period.
Responsible to	College Vice Principal.
Review period	As required.