

Position Description

<i>Position:</i>	Student Services Officer
<i>Reporting to:</i>	Business Manager
<i>Type of Position:</i>	Permanent full-time
<i>Position Hours:</i>	36 hours per week (1 FTE)
<i>Review Date:</i>	February 2024

Summary:

Bayside Christian College is a coeducational, ELC to Year 12 Christian College.

Bayside Christian College “exists to help parents equip their children for effective, God-glorifying lives as Christians in the world” (Constitution p. 8). It is therefore an inherent requirement of this non-teaching role that the holder is a committed Christian as demonstrated by consistent active and faithful attendance and service with a local Christian church. As the Student Services Officer frequently interacts with students, parents and staff during the course of employment, the role entails the direct modelling of the Christian faith, in word and deed, in our Christian learning community through such practices of faith as:

- Praying for the welfare of the College community, its students, parents and staff
- Participation in staff devotions, including leading such devotions from time-to-time
- Demonstrating the Lordship of Christ over all creation including education and work
- Respecting students, parents and staff as fellow image bearers of God and co-workers in His ongoing Kingdom purposes of restoring and redeeming His creation
- Where appropriate, supporting teachers in classes with the delivery of the teaching and learning process, consistent with Bayside’s Christian worldview perspective.

POSITION OVERVIEW:

The Student Services Officer is responsible for managing the student lifecycle at the College. This includes managing the onboarding and exiting process and ensuring student information is current in the student management system. This role is also responsible for a number of routine student administration projects over the course of the school year such as subject selection, timetabling and Parent-Teacher Conferences.

POSITION RESPONSIBILITIES:

Student Services

- Manage the onboarding and offboarding of students including (but not limited to) maintaining the information in the student management system, timetabling, coordinate bus routes with external provider and ensuring all resources have been provided and returned.
- Manage the annual updates required for students and maintaining the adhoc requests to change information.
- In consultation with the Head of Schools, allocate students to classes and communicate with students and parents/carers and coordinate secondary subject selection and electives.
- College liaison for College OSHC.

Learning Administration

- Organising Parent-Teacher Conferences through the designated College system, liaising with teaching staff.
- Under the direction of the Deputy Principal, prepare the College timetable and VCE subject blocking
- Provide emergency support to the Daily Organiser

Other Duties

- Provide administrative assistance with significant College events such as Open Day
- Provide first aid requirements for students during peak periods, when requested
- Support general reception and office functions where appropriate, including answering and directing incoming telephone calls during peak and relief periods
- Other tasks as directed by the Business Manager or Principal

PERSON SPECIFICATIONS:

- A sound understanding of and commitment to the Christian mission and philosophy of the College
- Be a Christian and an active member of the Christian church
- Participate in daily devotions and be willing to share personal testimony with the community
- Strong communication skills, both written and verbal
- Good organisational ability, capacity to multitask and excellent attention to detail
- A high level of computer literacy with experience in word processing, spreadsheets and databases
- A high standard of personal presentation and integrity
- Displays initiative, common sense and problem-solving ability

- Good time management skills and the ability to set priorities, meet deadlines and work efficiently
- A commitment to maintain utmost confidentiality and a strong awareness of relevant privacy requirements, particularly in relation to working with children and families
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children
- Must hold a WWCC (employee) and current First Aid Certificate (preferred).

POSITION REQUIREMENTS:

Essential Criteria

- Demonstrated experience in the coordination and delivery of administrative services in an education environment.
- Demonstrated ability to work effectively, flexibly and collaboratively with colleagues within and beyond the immediate work unit, contributing to the achievement of team goals.
- Demonstrated commitment to quality and continuous improvement, and proven ability to interpret and apply policies, procedures, and systems consistently.
- Proven ability to work independently, use initiative and prioritise tasks and meet deadlines in a demanding environment with excellent attention to detail and a commitment to quality assurance.
- Demonstrated highly developed organisation, interpersonal, and communication skills and the proven ability to liaise effectively with a wide range of management, staff and external parties on complex, sensitive and confidential issues.

REPORTING:

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However, in relation to this role, for practical purposes these functions are delegated to the Business Manager (the Supervisor).

It is a requirement of this position that the College's Child Protection Policy and Child Safety Code of Conduct are adhered to at all times. All staff and volunteers will need to demonstrate that they are familiar with the contents of the College's Child Protection Policy and Child Safety Code of Conduct.

This Position Description may change at the discretion of the Principal; it is subject to annual review.