



Position Information Document: Education Support Officer

Student Services

Position Details

Role Title:	Student Services
Directly Responsible to:	Responsible to the Student Services Manager for day-to-day operations, the Deputy Principal: People, Culture and Operations for overall operations and ultimately responsible to the Principal
Classification Level:	Grade 2, Subclassification: Administration Refer to <i>SA Catholic Schools Enterprise Agreement 2020</i> , Appendix E: Classification – Education Support Officers.
Weeks per year:	40 weeks
Hours Worked per week:	Part Time
Tenure:	Permanent
Conditions of Employment:	All employment conditions are governed by the SA Catholic Schools Enterprise Agreement 2020 as amended or replaced (“ Enterprise Agreement ”)

Role Context

Students Services is a hub that provides general services to Cabra students including enquires, providing access to the College health centre and purchase of general stationery. All absentees and sign in/out are performed as well as other ad hoc duties as directed by the Deputy Principal: People, Culture and Operations.

Role-Related Responsibilities

Student Administration/Office

- Assist students of all year levels with their queries and direct them as appropriate.
- Be a point of contact for parents and visitors and assist them with their enquiries either in person, telephone, email or SMS.
- Uphold and enforce various student policies adopted by the college community.
- Ensure lost property is returned to students when applicable and maintain cleanliness of lost property cupboard.

Manage student attendance

- Responsible for all incoming telephone calls, SMS messages and e-mails with regards to absenteeism, parent queries, teacher queries to the college and redirect them, record and forward messages, as appropriate.
- Manage accurate records in regard to student absentees and other student information in the College database.
- Monitor students signing in/out.



Excursions

- Maintain awareness of upcoming excursions / events on Consent 2 Go and follow up any outstanding consents prior to the excursion, ensuring attendance is uploaded onto SEQTA.
- Organise First Aid Kits and Student Medication for excursions, camps and events and provide medical summaries.
- Field any queries on a day-to-day basis with regards to excursions.
- Liaise with College Administration on excursions.

First Aid

- Administer first aid to students (and staff) when required and keep appropriate records.
- Administer prescribed / controlled medication in accordance with the student's medication agreement and maintain accurate medication logs / register, updating SEQTA accordingly.
- Monitor students in the sick rooms.
- Planning, ordering and maintaining first aid supplies and kits
- Contact ambulance services, family and emergency contacts.
- Maintaining a daily register for students accessing the health centre
- Maintain accurate recording and appropriate notification to parents and staff and following up of school related accidents which occur during or out of school hours
- Managing school-based immunisation programs in conjunction with service providers for staff and students
- Receive medication from families and document the same on the Medication Register.
- Maintain the Medication Register to ensure all medication is within date and contact parents to arrange replacement medication if expired or low in stock.
- Upload Medical Authority/Action Plans to SEQTA as required.
- Liaise with parents/caregivers in respect of any other medication management / issues.
- Ensure adherence to the Department for Education Medication Management procedure.

Office Administration

- Assist in the delivery of messages for students or about students to concerned staff.
- Provide administration support in regard to excursions, camps and events – phone/email/collecting students.
- Upload on database and efficient filing of medical certificates.
- Sell Metrocards and general school stationery.
- Daily banking/balancing of till and reports given to Finance team.
- Organise the distribution of school uniform and other purchased items to students.

Other Duties

- Promote a safe working environment for all staff, students and volunteers.
- Report any unsafe work practices to the WHS & Risk Coordinator or committee.
- Any other duties as directed by the Principal.

Person Specification

The employee will:

- Ability to input information into databases, and provide complex computer generated reports.
- Competence in propriety 'school' software (SEQTA) as administrator and end user



- Coordinate competing priorities and follow tasks through to satisfactory completion, including managing student, parent, employee and general public enquiries.
- Well-developed communication and written skills.
- Competence in a range of computer software packages including the full Microsoft suite
- Maintain a high degree of integrity, confidentiality and sensitivity with handling information and developing key working relationships.
- Accuracy and attention to detail in all aspects of the role, as well as highly developed administrative systems and procedures
- Demonstrate a commitment to uphold, support and contribute to the values, vision and mission of Cabra Dominican College.
- Seek to deepen their understanding of the Dominican charism.

Work, Health and Safety (WHS)

This role is deemed to be a Worker under the Work Health and Safety Act 2012 (SA). As a Worker, while at work, you, as the employee who is the subject of this Position Information Document must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, insofar as you are reasonably able to, with any reasonable instructions given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.
- Reference: *Work Health and Safety Act 2012 (SA) ss 27 and 28.*

Additional Qualification, Documentation, WHS and Compliance Requirements

All employees must ensure that they are fully compliant and will take personal responsibility to maintain and complete their:

- Screening clearance and a police clearance to work in Catholic Education SA in accordance with current guidelines (i.e., DHS Working with Children Check).
- Approved Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC).
- HLTAID012 Provide an emergency first aid response in an education and care setting.
- Learning Manager modules, as issued by the Catholic Education Office, as required.

In addition, all employees are expected to:

- Provide copies of awarded qualifications to the Human Resources Manager, if applicable.
- Complete WHS education and training modules as required.
- Be familiar with and understand Cabra's WHS policies.
- Report all hazards, incidents, accidents when witnessed, in accordance with Cabra's WHS policies and procedures.
- Use correctly any equipment provided for health or safety purposes.

Conditions of Employment

- The salary and entitlements are consistent with those outlined in the Enterprise Agreement.
- The employee must undertake performance review on an annual basis in accordance with the terms and conditions of the Enterprise Agreement.



- The “Weeks per year” and “Hours per week” identified in Position Details (above) may be varied by written agreement. To the extent of any inconsistency between this PID and subsequent correspondence from Cabra which purports to vary these hours or weeks, the latter shall prevail, provided that such variation is in keeping with the terms and conditions of the Enterprise Agreement.

Acknowledgement

I have read and understood the requirements of this position. I acknowledge that this Position Information Document has been designed to indicate the general nature and level of work and is not a comprehensive listing of all responsibilities, tasks, and outcomes.

Signed by:

Dr Helen Riekie
Principal

(Employee Name)

Date

Date