

Santa Maria College



Education Support Staff (Administration)

Specific Duties: First Aid / Student Reception / Catering

Overview

As a community dedicated to the education of girls we offer a holistic framework where by the academic, social, emotional, spiritual and physical development of each student is nurtured in an environment that is inclusive and encourages each student to reach her potential. The role of Education Support staff is vital for the College in the organisation and management of students.

Role Description

Student Reception

- To record and follow-up student absences (shared with Student Receptionist)
- To record late arrivals/early departures (shared with Student Receptionist)
- To maintain filing of student correspondence and details
- Dissemination of letters as required
- Photocopying (within the time-frame requested)
 - Photocopying is to be done within 24 hours
 - Booklets and Examination papers – up to 3 days notice required
- To manage the photocopier and Print Rooms including responsibility for organising servicing of equipment and ensuring toner/paper supplies are maintained for all photocopiers
- To ensure that SMS Alert messages are sent to parents each day as overseen by Student Services Co-ordinator
- To replace Administration Staff for lunch breaks when required
- Ad hoc assistance to teachers
- Managing CareMonkey, eforms, letters and parent/student profiles

Staff Professional Expectations

1. Staff are expected to attend regular meetings, professional learning opportunities and attend the Annual Review Meeting with the Principal or delegate
2. Regular update of qualifications pertaining to the role i.e.: First Aid (Level 2),

3. Staff are expected to be conversant with the Staff handbook, policies, protocols and procedures of the organisation as part of their professional practice.
4. Staff are expected to act professionally as outlined in the Staff Handbook
5. Set annual goals that align with the College strategic plan
6. Retain confidentiality and professional conduct at all times
7. Perform any other duties/responsibilities as required by the Principal

Reporting Lines: Deputy Principals

Conditions

Educational Support Employee: Category C

Current First Aid Level 2 Certificate would be an advantage

Hours of Work: 8.00am – 4.06pm

June 2018