



## Position Description

<b>Position Title</b>	<b>Student Services Officer</b>
<b>Employment Type</b>	Part-time Term-time Continuing
<b>Hours of Duty</b>	30 hours per week, Monday to Friday from 8:00 am – 2:00 pm (inclusive of 30 minutes allocated for lunch)
<b>Classification</b>	School Officer Level 4 in Accordance with Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland
<b>Reports to</b>	Director of Finance & Business Operations – HR matters Administration & Compliance Manager – Day to day operations

### POSITION OVERVIEW

We are seeking a highly organised Student Services Officer with a real talent for multi-tasking and efficiency and a passion for student support. Our students are our number one priority, so a high level of customer service in this role is essential. We pride ourselves on our relationships with our students and your role is an integral part of maintaining this.

To be successful in this role, you will demonstrate strong attention to detail, excellent data entry abilities and performing a diverse range of tasks to directly and indirectly support and service our students.

This role is responsible for the coordination of student related activities and services. The ideal candidate understands and enjoys fast-paced school life and can anticipate the needs and support our girls require.

### KEY ROLE ACCOUNTABILITIES

- Manage photocopying requirements of the college
- Receive deliveries from suppliers and arrange for distribution within the College
- Assist with the management of Sick Bay by providing support and/or attendant care to students when necessary including contacting parents.
- Manage student lost property.
- Liaise with teachers/counsellor in relation to students in need of attention and contact parents/caregivers if the student needs to go home.
- Maintain current lists of students with special needs such as allergies, anaphylaxis etc.
- Attend to students with specific health conditions such as diabetes, physical impairment etc. and liaise with their carers as required. Tend to any equipment of these students (e.g. wheelchairs) as required.
- Provide support / cover to Student Reception during peak times and in the absence of the Student Services Coordinator
- As required, take collection of cash from fundraising to pass to Finance for counting and banking
- As required, take collection of cash from students for printing/locks/ribbons/badges to pass to Finance for counting and banking
- Provide additional support to the College Office during peak periods

### OTHER KEY ACCOUNTABILITIES

#### Student Protection

Student protection is everyone's responsibility. At Loreto College all persons undertaking work for or on behalf of the College, have a shared responsibility for contributing to the safety and protection of children.



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All persons are required to be familiar with the content of our Student Protection documents, including but not limited to Policies, Procedures, Codes of Conduct and Guidelines and their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse. All individuals are required to fully participate in and understand the content of any training provided.

### **Risk Management**

Risk Management is the responsibility of all persons undertaking work for or on behalf of the College. Workers must comply with the risk management roles and responsibilities associated with their position and adhere to Loreto College's Risk Management Procedures.

### **Workplace, Health and Safety**

Activity participate in the promotion of a safe and healthy workplace by performing all tasks in accordance with safety instructions, adhering to responsibilities as outlined in the Workplace Health & Safety Policies, and proactively identifying and reporting all hazards, incidents and injuries to managers.

### **Share Behaviours**

- Be committed to the goals, ethos and Mission of the College as a Catholic School in the Loreto tradition.
- Display a high level of professional competency and ensure that behaviour and personal presentation reflect the College's values and professional expectations.
- Have an awareness of and support for the policies, procedures and practices of Loreto College.
- Maintain a high degree of confidentiality in all work-related matters and compliance with organisational policies and procedures.

### **Other Duties**

- Any other task as directed by the Administration and Compliance Manager and or CLT members

## **KEY SELECTION CRITERIA**

### **Essential:**

- A valid Queensland Working with Children Check Positive Paid Employee Notice.
- Current First Aid Certificate
- Previous experience in a similar type of administration role.
- Exceptional communication and interpersonal skills
- Ability to prioritise effectively.
- Ability to maintain confidentiality when dealing with information of a sensitive nature
- Sound working knowledge of MS Office suite
- High attention to detail
- Ability to work a varying schedule

### **Desirable:**

- Certificate III in Business Administration or other relevant Certificate level qualification
- Previous experience in a school-based environment