



Santa Maria College

Administration Assistant – Student Services Administration Support Services JOB SPECIFICATION

KEY RELATIONSHIPS:

The Administration Assistant, Student Services works collaboratively with the following people - Business Manager, Office Manager, Campus Coordinator, Deans of Students, College Counsellors, College Nurses, and the Administration Support Services Team.

The outline of this role is as follows:

1. VALUES, SKILLS AND QUALIFICATIONS

- Model and maintain the Catholic and Mercy ethos and traditions of the College.
- A warm, welcoming and friendly disposition.
- The ability to maintain confidentiality and a strong sense of loyalty.
- Well-groomed, well spoken, familiar with protocol and etiquette.
- Excellent interpersonal, written and oral communication skills.
- The ability to work independently and show initiative.
- Preparedness and capacity to contribute as a team member.
- Well-organised, accurate, flexible, and creative.
- Advanced level of IT skills, including Microsoft suite (Word, Excel, Outlook and Internet).
- Knowledge of Student Management Systems: SEQTA, MAZE, REACH and Consent2Go.
- Knowledge of first aid supported by a current Senior First Aid Certificate
- Commitment to continued professional and personal development.
- Willingness to work additional hours when required.

2 MAIN RESPONSIBILITIES

Student Reception:

- 1 Attend to all parent, teacher and student enquiries.
- 2 Manage & maintain:
 - Sign in/out register
 - Uniform Loans Register
 - Confiscated Phones register
 - Lost property
 - Student clearance forms
 - Sales of tickets for the College bus service
 - Petty cash
 - School Banking

Sick Bay:

- 1 Admit and monitor students to College Sick Bay.
- 2 Contact parent/guardian to arrange for collection of sick student.
- 3 Assist in medical emergencies.
- 4 Provide first aid:
Issuance of permitted medical supplies (e.g. icepacks, band aids, tissues) to students.

Administration:

- 1 Administer, maintain and manage student absences and records
- 2 Monitor and maintain attendance at compulsory College events:
 - Entering information on SEQTA
 - Produce monthly absence reports
- 3 Word processing:
 - Collate and produce student detention letters
 - Produce letters for students who require proof of enrolment at the College
 - Produce letters to parents regarding non-attendance at compulsory events
- 4 Distribute information to students in Homeroom.
- 5 Retrieve copies of Student Reports as requested.
- 6 Receive and collate forms and payments for events & camps
 - medical information with emergency contacts for excursions and camps
 - homeroom lists for sporting events and camps
- 7 Assist teachers with extracting various lists and information from MAZE/SEQTA.
- 8 Maintain student filing including archiving of Year 12 files at the end of the year

General Administration Support:

- 1 Provide cover and support to the other Student Administration Assistant.
- 2 To be familiar with Emergency Procedures in your role as Assembly Area Warden
- 3 Provide backup, relief and support to the College Reception as directed by the Office Manager.
- 4 Assist with College word processing support as directed by the Office Manager
- 5 Foster a team-based approach to problem solving, identification of potential process/service improvements.
- 6 Remain abreast of the College's education program and philosophy.
- 7 Other duties as required.