

HILLCREST HIGH SCHOOL

JOB DESCRIPTION

POSITION TITLE:	Student Services Administrator
RESPONSIBLE TO:	Academic Administrator and Deans
RELATIONSHIPS WITH:	SLT, students and other staff
HOURS OF WORK/ TERMS OF ENGAGEMENT:	8AM- 12 NOON (School term dates only unless required extra hours)

Key Role

- To ensure the smooth and efficient running of Student Services and to administer the attendance of all students.

Key Tasks

- Administer, monitor, record into KAMAR, clear daily absences and send early notification texts
- Checking previous day's Teachers Attendance and sending reminder emails to teachers
- Checking the school calendar on a weekly basis and updating attendance for trips in KAMAR
- Entering studies, Alternative Education and Northern Health School into KAMAR
- Sending early notification emails and texts and processing the replies
- Make referrals to Integrated Attendance Services when requested by the Deans and sending attendance records for referred students to the IAS Officer on a regular basis
- Identify students who have been absent for 21 days and consult with relevant Dean
- Monitoring student attendance for any past unentered periods and updating accordingly
- Assist with the general office administration in the main office including answering phones, attending to the students at the Student Counter
- Assist with the enrolment process when time allows.
- Re-organise File Room at the end of each year
- Administer student files
- Administer the student ID Card process
- Keep student visa/residence visas up to date
- Assist with general office administration in the main office as required or requested by Senior Management

NOTE:

This Job Description sets out the duties of the post at the time it was drawn up. The Post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

NAME:

SIGNATURE:

SUPPORT STAFF CODE OF CONDUCT

Support staff employed at Hillcrest High School must adhere to the following Code of Conduct.

1. Supporting the school charter, policies, and procedures.
2. Maintaining standards of integrity, conduct and loyalty to the school.
3. Maintaining appropriate standards of dress and appearance.
4. Interaction with staff, students and members of the community shall be conducted in a respectful, courteous, and professional manner.
5. Respect confidential information on colleagues, students, and members of the community unless disclosure is required by the law or serves a compelling professional purpose.
6. Speak out if the behaviour of a colleague is seriously in breach of this Code.