



# Nagle College

## Bairnsdale

### Position Description

<b>Position:</b>	<b>Administration Officer – Student Attendance &amp; Excursion Preparation</b>
<b>Reports to:</b>	<b>Student Support Leader</b>
<b>Classification:</b>	<b>Education Support - Category B Level 2</b>
<b>Employment Status:</b>	<b>Ongoing / Full Time</b>

#### Mission

##### **'A Faith Filled Learning Community, Striving for Excellence'**

Nagle staff support the aims and objectives of our Catholic school by embracing the values and teachings of the Gospel. As a result, staff are supportive, welcoming and lead by example. Staff are passionate about their career and positively contribute to the emotional, social, academic, and environmental well-being of our College community.

#### Job Scope

The Administration Officer – Student Attendance & Excursion Preparation position is an ongoing fulltime position located at Nagle College Bairnsdale. The role has two primary responsibilities: Student Attendance and Excursion Preparation.

The Administration Officer – Student Attendance & Excursion Preparation role is responsible for maintaining electronic records of student absences between Oratory and Period 1 each day. This includes follow-up communication with parents/guardians regarding absences, as well as providing administrative support within the Student Services area.

In addition, the role involves overseeing the documentation required for all overnight camps, excursions, overseas tours, and high-risk activities, in compliance with DOSCEL requirements. The Administration Officer is also responsible for managing the logistics and administrative processes for all College excursions, both internal and external.

#### Responsibilities

Key Responsibilities:

##### **Student Attendance**

- Enter daily absence data from recorded messages and emails on the school absence line.

- Monitor and verify attendance data marked by teaching staff for Oratory and Period 1, reporting any discrepancies.
- Identify unexplained absences and take appropriate follow-up action, including:
  - Investigating potential reasons for student absences from class, excursions, music lessons, etc.
  - Attempting to contact primary or emergency contacts to resolve absences, and documenting details in SIMON.
- Collect and analyse data on chronic student absences, and provide relevant information to the Director of Students, Deputy Principal – Students and Student Support Leader when necessary.
- Monitor and follow up on VET absences, including sending letters as directed.
- Assist students with general requests in line with Student Services.
- Review student absences each session and provide regular attendance reports to the Deputy Principal of Students, Director of Students and Student Support Leader, as needed.
- Prepare learning support registers for staff during lunchtime and after-school sessions.

### **Excursions**

- Oversee the management of PAM notifications and permissions for all excursions and events.
- Oversee the management of excursion equipment including phones, first aid kits, and medications as needed.
- Generate detailed documentation folders for all offsite events, including student medical alerts, emergency contact details, and incident management information.

## **Commitment to Child Safety**

- Be familiar with and comply with the school’s child safe policy and code of conduct and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Assist in the provision of a child safe environment for students.

## **General Duties**

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Demonstrate professional and collegiate relationships with colleagues.
- Maintain strict confidentiality with all school business and personnel matters.
- Attending as required, school functions and events, as appropriate or as directed.
- Carry out all other duties as directed from time to time by the Principal.

## Organisational Relationships

The Administration Officer – Attendance and Excursions has a number of key internal and external relationships.

**Reports to:** Student Support Leader

**Internal liaisons:** Principal, Leadership team, Daily Organiser, Teaching and Education Support Staff.

**External liaisons:** DOSCEL, External Providers, Parents and Students.

## Judgement and Decision Making:

The Administration Officer – Student Attendance and Excursion Preparation position requires employees to exercise judgment to identify, select and apply the most appropriate available guidelines and procedures.

## Skills & Competencies

Possessing the following skills and competencies are critical to being a successful Administration Officer – Student Attendance and Excursion Preparation at Nagle College and therefore form the basis of our key selection criteria.

### Essential:

- A strong understanding of the Catholic ethos and its alignment with the Church's mission in education.
- Ability to handle confidential information appropriately and with discretion.
- Proficiency in MS Office (Word, Excel, Outlook) is required.
- Experience with Synergetic, SIMON, or similar databases is an advantage.
- Strong written and verbal communication skills, with the ability to work accurately and with great attention to detail.
- Excellent time management skills, with the ability to prioritise tasks and meet deadlines.
- Ability to demonstrate initiative and problem-solving skills, with a focus on improving processes and practices.
- Ability to work both independently and collaboratively as required.
- A commitment to ongoing professional learning and skill development.

### Highly Desirable:

- Experience in risk management, compliance, and OH&S.
- Previous experience in a similar role and/or relevant qualifications.

The successful applicant will be required to undergo a National Police Record Check and Working with Children Check.

### Vision Statement

"I have come that they may have life, and have it to the full" John 10:10

Inspired by the life of Christ, our Presentation Heritage and the Salesian Charism, Nagle College is a Catholic community that welcomes, builds strong relationships, evangelises and prepares young people for life.