



Student Window & Admin Officer

Position Description

Position Title:	Student Window & Admin Officer
Employment:	Permanent
Award:	Educational Services (Schools) General Staff Award 2020
Level/Salary Classification:	Level 2.1
Commencement Date:	TBC
Full-time/Part Time:	Part-time (32.5 hours per week)
Weeks worked per year:	40 (term-time)
Reports to:	Admin Manager
Direct reports:	N/A

CCC Commitment

Cooloola Christian College is committed to providing a child safe environment where students feel, and are, safe. The College maintains a zero tolerance for child abuse. Every person involved in the College has a responsibility to understand the important and specific role they play, both individually and collectively, to ensure that the wellbeing and safety of all students is at the forefront of every decision they make.

Position Objective

To help create an environment and culture that enables the College to fulfill our mission to provide exceptional student services to the College and to oversee and manage first aid and medication for students. To provide administrative support to the Office team and teaching staff as required.

Qualifications, Skills and Knowledge

- The desire and capability to fit within the ethos and values of a Christian school setting;
- Ability to provide a friendly, caring and helpful service to students and families.
- High level of organisational skills.
- Current First Aid qualifications or willingness to undertake training.
- Current Blue Card.
- Excellent written and verbal communication skills in relation to both adults and children.
- Ability to adapt and learn new systems and procedures.
- Ability to prioritise tasks, use knowledge and initiative to problem solve effectively.
- Ability to work independently, be self-motivated and proactive and also be an active and supportive contributor in a team environment.
- Ability to deal with sensitive information and situations in a professional and confidential manner.
- General administration and computer skills.



Key Responsibilities

STUDENT SERVICES

- Student Window:
 - Providing student late slips
 - Calling students for early pick up
 - Sending travel notes to classes
 - Uniform exemption notes
 - Daily notes
 - Confiscated items
 - All student window enquiries
- First Aid:
 - General and emergency first aid
 - First aid cleaning
 - First aid supplies coordination
 - Event attendance as required for swimming, athletics and cross country carnivals
- Medication:
 - Administering, monitoring and liaising with parents re student medication.

ADMINISTRATION

- General administration support for the Office team and for teaching staff as required.

Probation and Performance Review

A probation period of 12 months applies to this position. A check-in meeting will be arranged after six months to monitor progress. A performance review will be carried out after 12 months and completed annually thereafter.

Our values

As a Christian community, we seek to live according to Biblical guidelines and by modelling the way Christ lived when we walked amongst us. He had an attitude of putting others first in all things, whilst also seeking to fulfil every purpose that his Father had prepared for him.

Our values represent how we aim to be Christ-like in all that we do and say. Hence our values are reflected in our actions and behavior.

Every day, all members of our school community will strive to be:

Courageous

Learners

Excellent



Accountable

Respectful

I, _____, accept the position description as outlined above. I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

Signature of Employee

Date: _____

Last updated: 5 May 2022