

Iona College Geelong

Student Reception/ Student Attendance & Excursions Officer Role Description

The Student Attendance Officer is responsible for monitoring and managing student attendance records, ensuring compliance with the MACS Schools Attendance Policy and providing support to students, parents, and staff regarding attendance-related matters. The role is critical in promoting a culture of regular school attendance and in identifying and addressing attendance issues promptly.

REMUNERATION SCALE:	Education Support salary Level 2 under the CEMEA 2022 Category C
FULL TIME EQUIVALENT:	1.0 FTE
REPORTS TO:	Principal, Deputy Principals, Business Manager via the Office Manager

STATEMENT OF DUTIES	
Key Responsibilities	<p><u>Student Reception</u></p> <p>The Student Receptionist manages the personnel, traffic and business of the College reception area by:</p> <ul style="list-style-type: none"> • ensuring all students, families, visitors, contractors and deliveries are attended to promptly, hospitably and informatively as follows: <ul style="list-style-type: none"> ○ greet, sign in and direct visitors to the College ○ locate students and staff if necessary ○ answer incoming calls, redirect calls ○ respond to all reception emails ○ take and distribute messages ○ ensure compliance with College sign in/sign out procedures for students, staff, visitors and contractors • overseeing student arrival and departure procedures through Reception including: <ul style="list-style-type: none"> ○ issuing passes (late incoming/early departure/class passes) • announcements via the PA system • maintain and update clerical spreadsheets • follow up with parents/carers for any required paperwork or documentation • office kitchenette maintenance



First Aid and Sick Bay

The Student Receptionist assists the College Nurse with first aid response and support to students and staff who present to the sick bay by:

- Keep an accurate record of students entering and exiting sick bay on SIMON
- Assist and communicate with the College Nurse first aid administration
- Monitor students presenting in sick bay
- Liaise with the College Nurse on medication management and be aware of all high-needs medical students at the College
- Liaise with the College Nurse and contact parents as necessary
- In the absence of the College Nurse, provide initial assessment of a medical condition within the capabilities of training and qualifications and administer first aid accordingly
- Administer daily medications to students as per the medication authority form and ensure the medication log is completed daily.
- Log all incidents on Complispace and contact WorkSafe (where required)

Student Attendance

The Student Receptionist monitors and records student attendance by:

- Releasing daily rolls via SIMON
- Maintaining accurate and up-to-date attendance records for all students as per the [Attendance Policy for MACS Schools](#)
- Recording daily attendance using the school's attendance management system
- Responding to unapproved or unexplained student absences as per the [MACS Responding to Student Absences](#) process
- Monitoring and track patterns of student attendance and punctuality
- Ensuring the adequate recording of student class passes using the school's attendance management system

Reporting and Communication

- Generate attendance reports for school leadership, staff, and external agencies as required
- Communicate with parents and guardians regarding student absences
- Prepare and distribute attendance letters and notifications
- Liaise with the Office Manager and advise of sick students unable to attend school e.g. hospitalisation
- Advise the College Registrar of students on extended leave of absence

Support and Intervention

- Identify students with attendance issues and work with school staff to develop intervention strategies
- Provide support to Year Level Wellbeing Leaders to address barriers to regular attendance



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	<ul style="list-style-type: none"> Collaborate with Deputy Principal Wellbeing, Year Level Coordinators, teachers, and external agencies to support at-risk students <p>Compliance and Policy Adherence</p> <ul style="list-style-type: none"> Ensure adherence to the Melbourne Archdiocese Catholic Schools' attendance policies and procedures Maintain confidentiality and security of student attendance records Stay informed about relevant legislation and best practices in attendance management <p>Administration and Coordination</p> <ul style="list-style-type: none"> Coordinate the collection and management of absence notifications and medical certificates Participate in meetings and training sessions as required <p>College Excursions</p> <ul style="list-style-type: none"> managing the College Excursion email account creating College excursions on SIMON, including permission forms to be sent to parents/guardians booking buses, College vehicles, excursion equipment and staff resources liaise with the College Nurse regarding student medical details for excursions adding activities to the College calendar <p>Other</p> <p>Assist College Reception when required and undertake other duties as directed by the Principal, Deputy Principals, Business Manager and Office Manager.</p> <p>Currently, this includes:</p> <ul style="list-style-type: none"> assist Leadership in evacuation and emergencies filing and archiving assisting the Business Manager with Evacuation Response Procedures assisting the Executive Assistant to the Principal when required covering student reception desk when required providing administrative support to the College Administration team where necessary as directed by the Office Manager, contributing to the overall success and efficiency of the College's administrative function
<p>Professional Development</p>	<ul style="list-style-type: none"> Undertake professional development and training to maintain a high level of awareness of current and best practices in the major areas of responsibility associated with the role Commitment to the ongoing professional development in your role Continue the development of ICT skills and technologies Maintain professional competence and training Uphold professional standards expected of this role



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General	<ul style="list-style-type: none"> • Attend all relevant staff meetings • Attend whole school events as directed by the Principal • Follow the College financial requirements in relation to ordering goods
Key Relationships	<p>Internally</p> <ul style="list-style-type: none"> • Principal • Deputy Principals • Business Manager • Executive Assistant to the Principal • Office Manager • Administration Team • Students • Staff <p>Externally</p> <ul style="list-style-type: none"> • Parents and visitors • Visitors and consultants • Melbourne Archdiocese Catholic Schools • Victorian Catholic Education Authority
Child Safety	<ul style="list-style-type: none"> • Be familiar with and comply with the College's child safety policies and code of conduct and procedures • Obtain a valid Working with Children Check • Obtain a current National Police Record Check
Risk and Occupational Health and Safety	<p>Staff at Iona College Geelong will:</p> <ul style="list-style-type: none"> • Comply with legislated occupational health and safety practices and participate in consultative processes • Observe safe work practices in accordance with training and instruction given • Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (risks arising in the workplace may be financial, site, task or person specific or related to safety) • Promote and implement occupational health and safety and risk mitigation processes within the College
QUALITIES AND CAPABILITIES	
Commitment to Catholic Education	<ul style="list-style-type: none"> • An understanding of the ethos of a Catholic school and its mission • A commitment to Iona College Vision & Mission
Commitment to Child Safety	<ul style="list-style-type: none"> • An understanding of child safety, appropriate behaviours when engaging with young people • A willingness to obtain a Working with Children Check and National Police Record Check • Be familiar with the legal obligations relating to child safety (mandatory reporting)

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	<ul style="list-style-type: none"> Demonstrate an understanding of Victoria's 11 Child Safety Standards
Knowledge and Understandings	<ul style="list-style-type: none"> First aid competence demonstrating the skills and knowledge required to provide first response and sick bay support A comprehensive understanding of the College's policies and procedures Use the appropriate avenues and resources when seeking support and clarification including when handling sensitive situations and information Refer matters to the Principal, Deputy Principals, Business Manager, other Administration Services staff, Leadership Team members, or other teaching and non-teaching staff as appropriate
Skills / Attributes	<p>Excellent administrative skills demonstrating:</p> <ul style="list-style-type: none"> the ability to implement effective and efficient work practices the ability to meet all deadlines proficiency in quickly and accurately locating information the capacity to work collaboratively, flexibly, independently and creatively in a demanding environment an openness to learning in all situations excellent capabilities in the use of information and communication technologies especially: Microsoft Office system, SIMON, ICON/Synergetic, database management, online and mobile applications used at the College. the ability to integrate habits and practices of ongoing review and evaluation to ensure continuous improvement and development of the role and the administration services of the College. strong problem-solving abilities
Experience and Qualifications	<ul style="list-style-type: none"> Previous experience in the education sector is desirable but not essential
Other Requirements	<ul style="list-style-type: none"> Valid Working with Children Check National Police Check every 5 years Have Australian citizenship or permanent residency or hold a visa with appropriate working rights Comply with the Iona College Child Safety Commitment Current Level 2 First Aid Current Mandatory Reporting Compliant Certificate

Contract & Conditions	<p>Commencement Date: 15 July 2024</p> <p>Entitlements under the Catholic Education Multi Employer Agreement 2022</p>
Authorised by	Damian McKew- Principal
Date	November 2024

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