1. PURPOSE OF THIS POSITION
The Student Services Administration Assistant is responsible to manage student attendance and other related student administration functions.

2. REPORTING RELATIONSHIPS
   - Reports to the Office Manager
   - Non reporting relationship with Assistant Principal Primary and Assistant Principal Secondary and Business Manager.

3. RESPONSIBILITIES
   **Demonstrated commitment to the Vision and Mission of the School**
   - Maintain a commitment to a faithful walk with the Lord Jesus Christ.
   - Demonstrate ongoing commitment to the School’s Vision and Mission statements.
   - Setting an example to students, staff and parents in matters of faith and conduct.
   - Demonstrate a growing understanding of the place of education, teaching and learning within a Biblical Worldview.

   **Key Responsibilities**
   - Student Attendance – daily processing of absences, lateness etc in the School data base
   - Back up support to the Receptionist and other Student Services roles including School sick bay
   - Interaction with parents, teachers, support staff and students
   - General School administration duties
   - Advertising/ Marketing
   - Oversee running of Open Days
   - Oversee Alumni
   - Oversee School Facebook Page
   - Process Secondary Detention lists and notifications to parents
   - Assistance with processing of Secondary school reports
   - Processing Travel Passes, Concession Cards and Proof of Age cards for students
   - Update the School website
   - Involvement in collegiate activities (Staff meetings, etc) and co-curricula activities, as appropriate

4. AGREEMENT
   This job description is intended to describe the general nature and responsibility of work in this job. These statements are not constructed as an exhaustive list of all duties, tasks and skills required for this job. This job should be read in conjunction with the employee’s current conditions of employment and the provisions of the NSW Christian Schools General Staff Multi-Enterprise Agreement 2012-2013.

   Employees will also be required to follow any other job-related instructions and School policies, and to perform other job-related duties requested by the Line Manager (Office Manager) to support the School's compliance with legislative obligations.

   The Line Manager (Office Manager) may, in consultation with the employee vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

   This position will undergo an annual performance review.
By signing this job description, I agree that it accurately reflects my role.

Employee name __________________________ Signature __________________________ Date __________

Line Manager __________________________ Signature __________________________ Date __________

Principal __________________________ Signature __________________________ Date __________