Job Description for Student Services Officer

Our Vision
Seeking the Kingdom of God in Education

Our Mission
We provide Parent-governed, Christ-centred schooling with learning experiences that challenge each student to actively live for God in His world, while partnering with Christian parents in the nurture of their children at a price affordable to those who are committed.

Preamble
Mount Evelyn Christian School’s (MECS or “the School”) educational objectives are encapsulated in the School’s Mission and Vision and more specifically in the Educational Creed (which seeks to describe a biblical world-view underlying Christian teaching and living). The School is a member of the umbrella organisation Christian Education National (www.cen.edu.au).

The heart of employment arrangements is to establish a dynamic, Christ-centred and mutually supportive framework between the Student Services Assistant and the School (through its appropriate leadership personnel) to assist in the ongoing establishment and furtherance of its mission and vision.

The relationship between the School and the Student Services Assistant shall be characterised by love, humility and service as taught in the Scriptures. Both share a common mission and a confidence that each will act in the best interests of the other in order that God’s Kingdom may be advanced.

Employment arrangements between the School and the Student Services Assistant presuppose a biblical view of all offices which allows every person, by virtue of being a representative of God, to hold one or more offices to serve the Lord, and for which special competence has been given by the Lord. All such offices acknowledge an appropriate God given authority, which is also recognised, respected and upheld by the school community. These arrangements also presuppose that such arrangements between Christians shall reflect the commitment to one another’s welfare, sense of justice and desire to encourage what is taught in the Scriptures. These arrangements are between brothers and sisters in Christ, who recognize the gifts and roles of one another, and who desire that these gifts and roles can be exercised confidently and effectively for the benefit of the whole community.

Primary Task
The Student Services Officer:
- Is called to serve in their office under the Lordship of Christ, faithfully executing the responsibilities detailed in this description.
- Should understand the direction of the School (as articulated by the Board) and serve within the authority of the Student Services Assistant’s office to assist in the realisation of this direction.

Job Description
The Student Services Assistant’s primary task is to manage the student database and records, and to undertake administrative tasks relating to students.
### Job Details

**Responsible to:** School Services Manager  
**Time Fraction:** Fulltime, 8.20am – 4.30pm  
**Holidays:** 4 weeks annual leave taken only in school holidays and 6 weeks leave without pay in school holidays  
**Conditions:** Level 4 under the Educational Services (Schools) General Staff Award 2010, and the National Employment Standards (NES) within the Fair Work Act 2009

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Tasks Included</th>
</tr>
</thead>
</table>
| **Student Administration** | • Manage the Student database (MAZE)  
                              • Coordinate production and distribution of Student Medical information  
                              • Maintain student records  
                              • Record and input Student absences  
                              • Archive student records  
                              • Manage Family files  
                              • Coordinate administration of NAPLAN  
                              • Coordinate School photos  
                              • Coordinate Vaccination schemes  
                              • Coordinate Excursion Permission forms  
                              • Ensure Student emergency contact information is updated annually or as necessary  
                              • Coordinate Photo permissions  
                              • Produce documentation relating to class lists  
                              • Oversee Kindergarten compliance requirements, and undertake necessary tasks  
                              • Manage Parent seminar attendance  
                              • Record and produce Student attendance stats  
                              • Compile Parent Directory annually  
                              • Organise Early Years Conversations & kinder visits  
                              • Liaise with the VASS Coordinator  
                              • Any other tasks as directed by the School Services Manager |
| **Enrolment**         | • Maintain Enrolment packs  
                              • Input enrolment information into the database  
                              • In liaison with Community Relations and teaching staff, organise orientation programs and orientation day  
                              • Undertake administrative tasks relating to student transfers to other schools, including Ranges TEC, and exiting students, including Victorian Student Number (VSN) management |
Personal Attributes

The Student Services Officer must:

- be friendly and welcoming
- be efficient and organised
- be flexible
- demonstrate initiative
- demonstrate attention to detail
- work well under pressure
- respect confidentiality

The Student Services Officer must possess the following:

- effective communication skills
- the ability to prioritise
- high level document editing and proof reading skills
- strong interpersonal skills
- the ability to work effectively in a team
- high level computer literacy skills
  - MS Office – especially Word, Excel
  - Document publishing (CSS experience an advantage)
  - Email
  - Database management (MAZE experience would be an advantage)
  - Skills in sql queries would be an advantage