

Position Description for Attendance Officer

Primary Task

The Attendance 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 administration office to assist in the realisation of this direction.

Job Details

Title:	Attendance Officer
Tenure:	Ongoing
Allowance:	Financial Remuneration in line with MECS salary scales
Time Allocation:	0900 – 1530 Monday -Friday
Responsible to:	Office Manager
Liaison with:	Administration Staff & Educational staff
Meets with:	Office Manager
Oversight of	School Student Attendance
Review	Annual
Reviewer	Office Manager
Conditions	Educational Services (Schools) General Staff Award 2020, and the National Employment Standards (NES) within the Fair Work Act 2009

ROLE:

The attendance officer is an administration role with the following duties:

- Collaborate with school staff, parents and the community to identify and monitor student absenteeism
- Communicate with parents and caregivers regarding attendance through regular correspondence
- Provide supporting attendance documentation to year level coordinators and team leaders, along with the well-being team if needed
- Analyse attendance data, identifying trends and emerging issues
- Collate, maintain and update attendance data
- Ensure roll marking is completed promptly and accurately by teaching staff
- Maintain an accurate system for students signing in/out of school
- Possess excellent written and verbal communication skills
- Be reliable and punctual
- Assist administration staff with extra duties as required.

Our Vision

Seeking the Kingdom of God in Education

Our Mission

We provide Parent-governed, Christ-centered 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

1. 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 worldview underlying Christian teaching and living). The school is a member of the umbrella organisation Christian Education National (www.cen.edu.au).
2. The heart of employment arrangements is to establish a dynamic, Christ-centered and mutually supportive framework between the attendance officer and the school (through its appropriate leadership personnel) to assist in the ongoing establishment and furtherance of its mission and vision.
3. The relationship between the school and the attendance officer 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.
4. Employment arrangements between the school and the attendance officer 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.
5. Staff at the School are expected to participate in the spiritual life of the whole school community through prayer with colleagues and students, sharing faith, pastoral care groups, sharing or leading devotions, and staff retreats.