



ELTHAM HIGH SCHOOL

Withers Way
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POSITION: **SCHOOL SUPPORT**
LEVEL: **ES1 – Range 1**
TIME FRACTION: **0.66 EFT – over 4 days (School Term only)**
TENURE: **11th May – 18th December 2015**

INTRODUCTION

Eltham High School is a large and busy state secondary school. This position is part of the busy administration team where staff supports other team members particularly during extremely busy periods. The occupant is required to maintain confidentiality and to have an ability to work effectively at times with high volume workloads.

The School is conscious of maintaining a safe work environment for staff, students and visitors. It is incumbent upon all staff to maintain their work area in a safe condition.

NATURE OF THE ROLE

The School Support position is primarily responsible for a range of activities within sub-schools. The officer will provide specialist support to achieve specific outcomes. As part of the team, the occupant will assist and support the activities within sub-schools.

ACCOUNTABILITY

The School Support officer works under the general supervision of the Sub-School Leaders and is accountable to the Business Manager.

ROLES AND RESPONSIBILITIES

There are a number of specific roles associated with this position. These include; Student Attendance, Transition and a range of general duties. Some of these duties are;

Student Attendance

- Maintain student attendance data base (Compass) including data entry, changing/updating information as received from time to time from various sources
- Provide reports to sub-schools, staff and the leadership team concerning absences, reports and other pertinent information
- Produce student attendance alerts for parents
- Provide assistance to teachers on how to input information or produce & interpret reports

Transition

- Record and manage incoming Year 6 transition applications from Primary schools.
- Assist with telephone queries from the community relating to enrolments
- Produce correspondence and documentation required as part of the school's prospectus pack and transition enrolment process, including letters of offer, advertising flyers, event programs etc,
- Assist the Junior School team as required in the organisation of Transition Events including; Open Day, Information Evenings and Orientation Day. This includes liaising with other staff to arrange catering, venues and other such matters.

General Duties

- Assist the Registrar with entering start of year new student enrolment information in databases
- Assist with student census
- Assist the sub-school with the preparation of various activities including; subject selections, student reporting, photocopying, NAPLAN, parent information nights, school camps, exam and Personal Development Week timetables and other like school activities etc
- Assist with sub school assemblies
- Assist with student leadership initiatives
- Work in conjunction with the Cashier and others to maintain accurate information on student activities (eg change of subjects, student exits, camps & excursions etc)
- Perform other duties appropriate to the position that may arise from time to time
- Perform other duties as directed by the Principal

KEY SELECTION CRITERIA

- KSC1 Capacity to undertake routine support tasks across a range of functions in one or more work areas within a school environment.
- KSC2 Demonstrated capacity to communicate effectively with members of the school community including students and the capacity to provide support and/or attendant care to students where necessary.
- KSC3 Demonstrated proficiency in the use of office systems, software or technical equipment as relevant to the position.
- KSC4 Capacity to work cooperatively with a range of people including teachers, education support, students and parents.
- KSC5 A commitment to professional learning and growth

OTHER INFORMATION

Salary & Conditions Details; Education Support: Level 1, Range 1,
<http://www.education.vic.gov.au/hrweb/employcond/Pages/salaries.aspx>

Applications must address the Key Selection Criteria and be submitted via Recruitment Online (refer position 1016592)
https://schooljobs.education.vic.gov.au/psp/ROLPPRD1_EA/APPLICANT/HRMS/c/HRS_HRAM.HRS_CE.GBL

DAILY TIME SCHEDULE

The position is part time over 4 days, one of which must be Friday to assist in the Senior Sub School.

Commencement time is 08:40am

End of day is 3:30pm

Lunch break is 30min each day (unpaid time)