



Sacred Heart Girls' College Manawa Tapu

JOB DESCRIPTION: Attendance Officer

Directly Reports to: Executive Assistant
Functional Relationship with: Executive Assistant, Business Manager, the Principal, Deputy Principal, teaching staff, students, caregivers and visitors.
Remuneration: Grade 3 of the NZEI Support Staff in Schools collective
Hours: 30 hrs per week for term time only. 6 hours per day between 8.30am – 3.00pm daily as required. Including two 10 minute paid breaks and one unpaid 30 minute lunch break.

Purpose of the position:

The Attendance Officer is responsible for maintaining accurate student attendance records in line with the Ministry of Education regulations, following up absences, providing reports and liaising with Deans and the Deputy Principal.

The Attendance Officer also provides reception service, presenting a welcoming and helpful service to all, administrative support, First Aid support and covers printing and kitchen duties when required.

Code of Ethics for Staff of Catholic Schools:

As member of staff we are committed to students, parents and caregivers, the community and education itself. In order to serve effectively we are also committed to our own growth and wellbeing. We commit ourselves to professional standards of conduct in all we do.

<https://www.nzceo.org.nz/resource-items/code-of-ethics/>

Special Character:

- Support the Special Character of Sacred Heart Girls' College and the charism of the Mission Sisters in our College
 - We put the wellbeing of students first, respecting their rights and dignity as unique individuals, nurturing their individual sense of self-worth, and serving their spiritual, academic and human needs.
 - We help students to see the relevance of the Good News of Salvation, challenging them to live by gospel values in their daily lives, and developing their potential for Christian leadership in society.
 - We endeavour to exercise restorative practice in resolving issues with students, parents or colleagues.
 - We commit ourselves to honouring the Treaty of Waitangi.
 - We actively value the ethnic diversity of New Zealand society.
- Contribute to our Catholic Special Character in the wider life of the College
 - Participate and contribute to school Masses, Liturgies, Retreats and Feast days
 - We nurture our spiritual growth and deepen our understanding of the teachings of Christ and his Church.
 - We strive to live by values of truth, honesty, justice, goodness, love, compassion, reconciliation and respect for others.

Key Responsibilities

Attendance procedures

- Provides efficient and accurate student attendance monitoring tasks, including entry on Kamar, and retrieving and responding to data from multiple digital platforms and school systems, as well as phone calls/messages.

- Maintains accurate attendance records, provides reports and supports follow-up procedures for absences, liaising with Deans and the Deputy Principal as required.
- Upholds a high standard of confidentiality and discretion when handling student records, communications and personal information.
- Attendance entries for Pathways students is accurate, regularly checking the spreadsheet provided by the Pathways Leader of Learning to ensure data is up to date.
- All other attendance related duties.

Delivers a welcoming and helpful front-of-house service to all visitors and callers, ensuring a positive first impression of the college

- Greets all parents, visitors and guests warmly upon arrival.
- Maintains a friendly, approachable, and professional manner when interacting with staff and students.
- Model respect and understanding of cultural practices in line with commitment to Te Tiriti o Waitangi.
- Answers incoming phone calls promptly and courteously, providing accurate information or directing inquiries appropriately.

First Aid/sick bay services are managed

- Has a current First Aid Certificate.
- Attends to students and staff first aid/sick bay requirements.
- Manages the accident register and ensures compliance with relevant policies.
- Maintains and replenishes first aid supplies in accordance with health and safety guidelines.
- A member of the Health & Safety committee and attends meetings as required.
- Provide cover for monitoring diabetic students phones when required.

Administration/clerical duties/student services

- Processes all incoming and outgoing mail.
- Attends to student enquiries at the front office.
- Manages Admin emails, forwarding to appropriate staff members.
- Manages ordering of stationery and staffroom and supply requirements.
- Daily notices prepared and posted on student TEAMS.
- Student filing and file archiving as required.
- Keep enrolment folders up to date, liaising with the Executive Assistant.
- Contributes to the overall administration team.
- Help with distributing period products around the school as required.
- Provides cover for printing and kitchen duties when required.

Good working relationship with all staff, students and wider community is maintained

- Works cooperatively with all staff, parents and students and community.

Other duties in line with the position

- Assists the Admin team with catering for school events when required.
- Other duties as required.

Job Description approved by: <i>(Principal signature)</i>	Date approved:
To be reviewed by:	Date:

Name of appointee:	Date:
Signature:	