Student Services Officer

Position Description – Relief / Short-Term Contract

DALE CHRISTIAN COLLEGE

Position Summary

Position title	Student Services Officer
Employment type	Short-term contract during Term 1 and 2 2027
Hours	2 days per week, 8:00am – 4:00pm (Monday and one other day negotiable)
Reports to	Office Manager

Purpose of the Position

The Student Services Officer supports the Deputy Principals (Primary & Secondary) to ensure that student and family records are maintained, student attendance records are accurately recorded and followed up, and that our students are cared for with any First Aid treatment required. The Student Services Officer is the front-line administrative support to staff, students and families.

The position is part of a team ministry. The successful applicant will model Christian growth to staff, parents and students and will support the Christian ethos of the school.

Responsibilities

1. Health and First Aid

- Care for unwell students, contacting parents/carers for pick-up or authorised medication, and record illnesses in TASS.
- Assess the severity of injuries and wounds; apply first aid.
- Contact parents when a student's injury needs to be assessed by a medical practitioner.
- Administer prescribed medication to students in Years 1–12, and administer non-prescription items (such as paracetamol, ibuprofen, eye drops or antihistamines) in line with school policy and parent permissions.
- Receive Request for Medication forms and maintain medication records and permissions in TASS.
- Upload and maintain student medical information in TASS, including Anaphylaxis and Asthma Action Plans.
- Restock classroom First Aid kits and prepare First Aid bags for staff duties and excursions.

2. Attendance

- Monitor the current attendance period in TASS.
- Check that teachers have completed morning rolls and follow up where they have not.
- Send absence text messages to parents and enter reasons for absence received.
- Enter bulk absences for extended absences, and daily off-site absences (for example, excursions, swimming, off-site sport, TAFE etc.).
- Follow up students marked absent from class.
- Follow up uncollected students at end of day.

(08) 9497 1444
150 Forrest Road, Armadale WA 6112
PO Box 273, Armadale WA 6992
dale@dalecc.wa.edu.au
www.dalecc.wa.edu.au
ABN: 60 654 705 610

- Where the designated Education Assistant is unavailable, supervise students remaining after 3:30pm

3. Student Administration

- Check students in and out of school through TASS for late arrivals, appointments and early departures.
- Enter uniform passes and behaviour entries in TASS Teacher Kiosk when requested by Deputies.
- Take and relay messages between parents and students, and call home for students who have forgotten lunch, recess items or other essentials.
- Manage lost property, returning named items and sending unclaimed items to the Uniform Shop.

4. Other Duties

- Cover Reception when the receptionist is away from the desk, in person or by phone.
- Follow up that Accident/Incident Forms have been completed when an incident is known.
- Liaise with the Chaplain, Counsellor and Pastoral Care team when a student appears to be struggling.
- Pass on student requests to see Pastoral Care staff and arrange meeting times and places.

Selection Criteria

Essential

- Current First Aid qualification (Provide First Aid, HLTAID011 or equivalent), including current CPR.
- Current Working with Children Check (WA).
- Commitment to, and willingness to support, the Christian ethos of the school.
- Warm, calm and professional manner with students, parents and staff, including in urgent or distressing situations.
- Strong organisation and the ability to prioritise and manage competing demands.
- Accurate data entry and record-keeping, with sound attention to detail.
- Good written and verbal communication skills.
- Ability to maintain confidentiality in relation to student health and personal information.
- Competent computer skills.

Desirable

- Experience in a school office, student services or health-related administrative role.
- Experience with TASS, or similar student management systems.
- Experience with medication administration and student health plans.

Training and Support

On-the-job training will be provided in the school's systems and procedures. The successful applicant will be supported by experienced Student Services and Reception staff.

Conditions of Employment

- Short-term contract and relief cover, 2 days per week. Contract length and start date to be confirmed.

(08) 9497 1444
150 Forrest Road, Armadale WA 6112
PO Box 273, Armadale WA 6992
dale@dalecc.wa.edu.au
www.dalecc.wa.edu.au
ABN: 60 654 705 610

- Appointment is subject to a satisfactory Working with Children Check, referee checks and any other screening required by the school.

DALE CHRISTIAN COLLEGE

Application

Applications should be submitted to employment@dalecc.wa.edu.au, referencing the position title, and include the following:

- a covering letter
- a curriculum vitae / resume
- completed Dale Christian College Application for Employment Form
- copy of relevant qualifications
- details of professional referees, including pastoral/Christian referee information as required
- evidence of current WWCC, National Police Clearance (no older than 6 months)

Applications and enquiries should be address to:

The Principal
Dale Christian College W.A.
PO Box 273
ARMADALE WA 6992

Please note: Dale Christian College reserves the right to assess applications on an ongoing basis and to contact, interview and appoint suitable candidates as required.

Applicants are subject to screening and assessment against child safety standards as Part of the recruitment process at Dale Christian College WA.

(08) 9497 1444
150 Forrest Road, Armadale WA 6112
PO Box 273, Armadale WA 6992
dale@dalecc.wa.edu.au
www.dalecc.wa.edu.au
ABN: 60 654 705 610