



## Attendance Officer

Pinjarra Senior High School

<b>Position number</b>	00045030
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 2
<b>Reports to</b>	Manager Corporate Services (Level 5)
<b>Direct reports</b>	Nil

### Context

Information about Pinjarra Senior High School is available on [Schools Online](#).

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Work with the Student Services team to develop, implement and review processes and preventative strategies that ensure non-attending and disengaged students participate, and are engaged, in educational programs.
- Collaborate with school staff, parents and the community to identify and monitor student absenteeism and truancy.
- Communicate with parents and caregivers regarding attendance through regular telephone calls and correspondence.
- Provide supporting information to, and attendance at, collaborative case conferences and other intervention processes to improve student attendance and engagement.
- Maintain student-specific case notes, briefing notes and attendance information and prepare reports for the school administration on a regular basis.
- Process attendance related data through school databases and information systems and liaise with the Student Services staff regarding the tracking of non-attending students.
- Provide information to students and parents in relation to enrolment and related procedures, including applications, courses of study, fees and visa issues.
- Collate, updates and distribute student enrolment information packages and processes student enrolment applications.
- Provide administrative support for ad hoc special projects and across school teams as business needs arise.

## Selection criteria

1. Demonstrated good interpersonal skills and the ability to work unsupervised and in a team environment.
2. Demonstrated ability to liaise with stakeholders to achieve improved outcomes for adolescents.
3. Demonstrated ability in using computers and a range of application software packages, particularly databases, spreadsheets and word processing.
4. Demonstrated effective planning and organisational skills and experience in providing administrative support.
5. Demonstrated good verbal and written communication skills with the ability to establish and maintain effective working relationships.

## Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

## Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

## ENDORSED

Date 15 August 2024  
Reference D24/0594195