



## Attendance Officer

Warnbro Community High School

<b>Position number</b>	00039128
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA Agreement 2019</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 Warnbro Community 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.

### 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:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three 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 six months of appointment.

### **Certification**

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

### **ENDORSED**

Date            17 November 2021  
Reference    D21/0634507