



## Student Services Support Officer Comet Bay College

<b>Position number</b>	00032596
<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 6)
<b>Direct reports</b>	Nil

### Context

Comet Bay College is a modern 70 million dollar educational facility that caters for Year 7-12 students and is located one kilometre from the coast in the vibrant community of Secret Harbour. The college boasts state-of-the-art facilities, including: specialist science laboratories, lecture theatre, fitness centre, metal fabrication, modern industrial food studio and graphics/mechatronics studio.

Reflecting the values of its school community, Comet Bay's motto is 'Seek Excellence' and priorities are: academic excellence, building staff capacity, student engagement and developing effective use of information technology.

Comet Bay College is a Gifted and Talented Education school and also has extension pathways in English, Mathematics, Science and Society and Environment years 8-10. The college has a successful and highly competitive Australian Football Specialist Program, Visual and Performing Arts extension classes for Drama and Visual Art and specialist classes for Music and Dance to selected students in Years 7-10.

Additional information about the College is available on [Schools Online](#) or <http://www.cometbaycollege.wa.edu.au>.

For further information about the Department of Education, please visit: [education.wa.edu.au](http://education.wa.edu.au).

### Key responsibilities

- Provide administrative support to the Student Services section.
- Administer student databases, records and management information systems relating to attendance, good standing, uniforms, transfers and personal data.
- Generate statistical, academic and Centrelink reports and letters.

- Coordinate all administrative tasks for the student services section.
- Develop induction programs and materials for administrative support staff.
- Assist with training administrative support staff.
- Review student services processes and procedures to facilitate office effectiveness.
- Implement procedures to ensure confidentiality and security of sensitive materials is maintained at all times.

### **Selection criteria**

1. Demonstrated good verbal and written communication skills, including application of customer service principles and practices.
2. Demonstrated effective planning and organisational skills and experience in providing administrative support.
3. Demonstrated ability using computers and a range of application software packages, particularly databases, spreadsheets and word processing.
4. Demonstrated good interpersonal skills and the ability to work unsupervised and in a team environment.

### **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            25 May 2022  
Reference    D22/0388282