



**TRINITY
GRAMMAR
SCHOOL, KEW**

Position Title	Student Records Coordinator
Employment Type	Full Time
Award	Educational Services (Schools) General Staff Award 2010
Reports to	Director of Studies
Direct Reports	Nil

At Trinity Grammar School Kew (Trinity) responsibility for the protection of children is shared because children are safeguarded only when all individuals accept responsibility and work together and play their part in keeping children and young people safe from harm and abuse.

All Educational Support Staff are required to:

- Support and adhere to the School's Child Protection Policy, Staff Code of Conduct and child abuse reporting policies and procedures
- Attend and take part in child protection training including the completion of online modules on the detection and reporting of child abuse.
- Report cases of suspected child abuse in accordance with Trinity policy and legal obligation.

Position Summary

To maintain student records through the Victorian Assessment Software System (VASS) and ensure compliance in relation to the Victorian Curriculum and Assessment Authority (VCAA), including maintaining the VASS system and database, examinations, reports, prizes and awards and teacher absentees in collaboration with the Director of Studies.

Key Responsibilities

- Ensure all student information recorded with the VCAA is up-to-date and accurate:
 - Maintain the VASS system and database.
 - Entry of student data, details, subjects, programmes, marks etc.
- Maintain compliance register for VCAA exams.
- Liaise with chief examiner regarding VCAA requirements.
- Manage all correspondence and returns with VCAA.
- Organise and control access and collation of exam papers.

- Prepare and distribute Reporting & Assessment Timelines and Reporting Assessment Guidelines to staff.
- Co-ordinate the collection and entering of student marks and generate reports in accordance with Continuous Online Reporting (COR).
- Maintain individual student record files.
- Maintain class and set lists and follow up changes.
- Print and record certificates and book prizes and prepare information and materials for award presentation events.
- Other tasks and duties as determined by the Director of Studies.
- Support and promote the School's policies and practices for Occupational Health and Safety, Equity and Harassment.

Key Selection Criteria

- Demonstrated ability of working with clerical processes with a focus on data entry and database management.
- Demonstrated ability to create or enhance systems to improve workflow.
- Sound knowledge of School procedures and operations.
- Excellent IT skills including proficient use of Microsoft office suite and its applications.
- Proven experience or strong understanding of holistic records management with a high level of attention to detail.
- Strong understanding of database structure and management.
- Good knowledge of Synergetic School Management System and its application.

Key Skills and Attributes

- Highly developed oral and written communication and interpersonal skills.
- Excellent customer service and stakeholder engagement skills,
- An ability to manage complex and competing tasks.
- Can work autonomously and with limited supervision.
- Proactive working style with a problem-solving mindset.
- Process and respond to information to facilitate communication flow.
- Process information to provide access to current records.
- High accuracy in editing computer data using keyboard skills.
- An ability to follow up requests from colleagues.
- Establish own work schedule to achieve designated goals.
- Produce and maintain complex and comprehensive documents.
- Respond to and act upon internal/external enquires.
- Excellent time management and prioritisation skills.

Performance Criteria

- Student information and records are all up to date.
- Meeting and exceeding all VCAA deadlines.
- Reports to parents on student performance produced by deadlines.
- School meets its VCAA compliance requirements.

Special Requirements and Qualifications

All employees of Trinity Grammar School must hold a valid Working with Children's Check.

Desirable

A minimum of three years' experience working in an educational environment is desirable.

Approval

This position description was approved by the Human Resources Manager, February 2019.