



**TRINITY  
GRAMMAR  
SCHOOL, KEW**

<b>Position Title</b>	Student Services Coordinator - Senior School
<b>Employment Type</b>	Full Time (Term time)
<b>Classification</b>	2.1
<b>Award</b>	Educational Services (Schools) General Staff Award 2010
<b>Reports to</b>	Educational Support Manager
<b>Direct Reports</b>	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**

The Student Services Coordinator is responsible for providing administrative support across a variety of functions that provides support to our Senior School students and their activities while they are at School. The position's responsibilities include but are not limited to the administration and coordination of student co-curricular activities, monitoring student sign in and sign out, assisting Heads of Year, data entry for house pastoral program, administrative support for school counsellors and administrative preparation for student leadership programs. This is a term time only position. There is no requirement for the incumbent of this role to work during school holiday periods.

## **Key Responsibilities**

- Monitoring student sign in/out of school and feedback data to Heads of Year;
- Locating Students, Teachers and classes as required;
- Assisting Heads of Year on new student induction days;
- Schedule and organise meetings with parents for Heads of Year as required;
- Monthly coordination of student lost property including cataloguing of items, keeping lost property area tidy and periodically scheduling for items to be collected and returned;
- Assist with sending Trinity Connect messages to year levels regarding information nights, year level events, camps and excursions;
- Provide administrative assistance as required for special student pastoral services such as Easter services, services at St Paul's Cathedral and confirmations and ordering Year 12 final ceremony candles and bibles;
- Coordinate student photos in collaboration with the PA to the Deputy Head and student sports photos;
- Schedule student mouthguard fitting and collection;
- Administrative assistance for student leadership programs including Leppitt/Somers/ Year 12 Leaders Seminar/data entry for selection of leaders;
- Coordination and distribution of Senior School student IDs;
- Member of the Educational Support Services team – part of the receptionist relief roster;
- Provide administrative support for School counselling team including student support filing, scheduling meetings and arranging interpreters as required and logging of reports onto Synergetic;
- Ad-hoc support for Harambee program e.g. Counting money from student charitable events and chapel donations;
- Set up meetings for Enhanced learning team with students and parents;
- Send modified curriculum letters for Enhances Learning team;
- Other administrative and coordination duties as deemed appropriate by the Educational Services Manager;
- Support and promote the School's policies and practices for Occupational Health and Safety, Equity and Harassment.

## **Key Selection Criteria**

- Experience working in a fast-paced environment;
- Adaptable collaborative working style;
- Experience sourcing quick and effective solutions;
- Prompt generation of quality reports and correspondence;
- Engages with and promotes a productive and professional team culture;
- Administration experience and working with database for information sharing;
- Excellent written and verbal communication;
- Evidence of continuous improvement and innovative work ethic.

## **Key Skills and Attributes**

- Good computer literacy including Microsoft Office Suite;
- Basic knowledge of School Management System software e.g. Synergetic;
- Personable and collaborative with students, parents and staff;
- Ability to communicate successfully with a diverse range of stakeholders;
- Attention to detail – high level accuracy required;
- Uses initiative to prioritise tasks with the students at the centre of everything we do;
- Excellent multi-tasking and efficient completion of tasks;
- Engages and promotes teamwork.

## **Performance Criteria**

- Timely responses to student requests;
- Student monitoring data issued to Heads of Year and issues escalated accordingly;
- Meticulous data entry and data integrity;
- Ability to work dynamically across multiple educational support disciplines at the School, to best serve the students;
- Provide direction and guidance for new students;
- Access and interpret student and staff timetables.
- Ability to use school database to extract information to better inform students;
- Ability to send clear and concise messages to parents, teachers and students;
- Quick thinking with reasonable solution for operational issues that may arise and knowing when to escalate to Heads of Year/ Head of Senior School.

## **Qualifications and Competencies**

- Working with Children Check.

## **Approval**

This position was approved by the Human Resources Manager, May 2019