

# KIRWAN STATE HIGH SCHOOL

## ROLE STATEMENT

<b>Job Title:</b>	<b>Rolls Officer</b>
<b>Classification:</b>	<b>A02</b>
<b>Employment Status:</b>	<b>Full time</b>
<b>Line Manager:</b>	<b>Business Manager</b>
<b>Reporting Relationship:</b>	<b>Deputy Principal</b>

### **School Background & Mission**

Kirwan High welcomed its first group of students (Year 8) in January 1979. Kirwan High has become a school of choice for young people from all over Townsville and its student population has grown to more than 2000 students, 140 teaching staff and 80 support staff.

We describe ourselves as "A School of Excellence". Our mission is to provide educational excellence for tomorrow's citizens. We believe that every student is capable of achieving personal excellence through a passion for learning coupled with hard work. Personal excellence is about being the best person you can be and achieving your best outcomes.

### **Role Purpose**

As a key member of the school support team, you will display commitment to achieving your personal best, ensuring high quality services are achieved to support educational excellence.

As the Administration Officer, you may undertake work across a broad range of corporate service activities, including human resource (HR), financial and facilities, and/or undertake a narrow range of duties relating to a specific corporate services function. Assist in identifying and implementing process improvement opportunities for the efficient and effective provision of corporate services to support school operations.

### **Major Accountabilities**

- Roll marking
- Absences – Q-Parent, phone calls, text messages and emails
- Subpoena requests
- Manage student records
- Late arrivals of students
- Enrolment verification letters
- ID Attend – Export/Import data

### **Duties – Operational**

- Export attendance data daily
- Unexplained absence reports to HGR Folders
- Unexplained absence letters
- Roll marking for supply teachers
- Record absences - Q-Parent, phone calls, text messages and emails