

Our Purpose

We are called to love one another



Nazareth
CATHOLIC COMMUNITY

POSITION INFORMATION DOCUMENT

Spanning across multiple campuses and sites on Kurna land in the western suburbs of Adelaide, Nazareth incorporates an Early Childhood Centre, Reception to Year 12 College, a Pathways & Partnership Centre, and a variety of community and engagement programs.

We provide learning that is holistic, inclusive, lifegiving, and lifelong. Our promise is that students will find their chosen pathway and graduate knowing they matter absolutely, have the power to make the world a better place and influence positive change.

A strong partnership between staff, children and families ensures we are all striving for the same outcomes.

Families are at the heart of our faith and learning environment and we are committed to building community through nourishing family life. It's not just students who get to experience what Nazareth has to offer, as we coordinate a range of programs and initiatives to support and celebrate all members of our community including early learners, graduates, parents, seniors and friends.

At Nazareth we invite our community to a deeper understanding of God through authentic, engaging, and life-giving experiences.

From the Early Childhood Centre to Year 12, we are continually examining the needs of young people as we prepare them for life as critical, informed and motivated contributors to the local community and beyond. In our community diverse cultures and religions are recognised and embraced. We embrace a contemporary approach to faith and learning, where innovation, technology and our environment enable both students and staff to be at the forefront of education.

Grounded by our Catholic beliefs, we aspire to be a living experience of Church, with every family and member of our community at the heart of what we do each and every day.

At the centre of Nazareth's vision is a community who, in partnership with Parish, gathers in prayer and celebration, with the Eucharist, from which it draws its inspiration, as the focus. The Christian message, together with the Catholic traditions and practices, is evident in contemporary, relevant, and diverse gatherings.

At Nazareth every single student and their family is known and celebrated for their unique gifts and talents, and it is our mission to help each young person in our care, seek their passions and follow them.

Name:

Position Title: Front Office and Student Services ESO

Appointment: Permanent

ESO Grade: 3

Hours per Week: 37.5

Weeks per Year: 41

Campus Locations: Kidman Park

POSITION OVERVIEW

The Front Office and Student Services ESO is the first point of contact for all visitors to the Nazareth Kidman Park Campus. They are responsible for administrative and operational duties within the Student Services area and for providing support to the students at the College. The Front Office and Student Services ESO works in the Student Services team and is required to provide outstanding service to our students, parents and the wider community, ensuring that the Nazareth Vision of “we are a place of welcome, connecting faith, family, and education”.

This role is located in a busy operational environment, and they must be able to respond positively and calmly to changing priorities and competing demands.

KEY WORKING RELATIONSHIPS (INTERNAL)

- Principal
- R-12 Deputy Principal
- Head of Campus – Kidman Park
- Student Services Coordinator
- Human Resources Manager
- Student Services and Front Office Staff
- Staff
- Students
- Parents

KEY RESPONSIBILITIES/DUTIES

As the Front Office and Student Services ESO at Nazareth, you will work in accordance with the Vision, Mission, Values and Aspirations of the Nazareth Strategic Plan.

Specific Duties:

FRONT OFFICE

- Receive all visitors, parents, staff and students and address particular needs in an environment of welcoming hospitality and care.
- Answer the telephone in a polite, professional and timely manner and take ownership to manage general inquiries. Use discretion to transfer calls to staff as appropriate.
- Dealing with visitors may include requesting the appropriate clearance to be on campus or explaining the process (i.e. Catholic Police Clearance/Working with Children Check).
- Ensuring all visitors check in via the Sine Pro system.
- Responsible for the presentation of the reception area, ensuring that it is kept neat and tidy at all times.
- Ordering and receiving deliveries.
- Manage incoming and outgoing mail.
- Operate the College public address system as required, in a professional manner.

FIRST AID

- Appropriately assist students who are hurt, sick or in distress.
- Administer first aid to students and staff as required.
- Maintain first aid kits for excursions, with appropriate equipment and supplies.
- Ensure that Medical Management Plans & student medication is stored in an accessible and appropriate place and be responsible for maintaining and updating Medical Plans.
- Upload student medical plans to SEQTA.
- Communicate with relevant staff regarding student health and/or welfare needs.

STUDENT ATTENDANCE/MOVEMENT

- Monitor and record messages left on the dedicated Student Absentee Line.
- Accurately record student attendances/absences using school systems, contact families regarding student absences, recording late arrivals and early departures.
- Record VET and Flex student movement.
- Ensure correct procedures are followed for student movement to and from the College, e.g. appointments.
- Assist teaching staff and House Leaders in locating students as required.

EMERGENCY PROCEDURES

- Ensure relevant class, staff and absentee lists are available to assist with accounting for everyone on campus.
- Participate in emergency drills when necessary, ensuring the smooth running of all processes.

STUDENT RECORDS

- Maintain ceSIS student database, including data entry.
- Assist in maintaining the College databases through accurate data input and processing to ensure student records are kept up to date.
- Maintain student lists, e.g. Class/Mentor group lists.
- Regularly check Consent2Go system for student record updates.
- Provide records management and maintain the student filing system.
- Collate, file and archive all student records.
- Liaise with the Registrar re new students and related processes and procedures.

ADMINISTRATION AND OTHER SUPPORT

- Provide administrative support to Year Level Coordinators and House Leaders when required. This includes, but not limited to student/parent information evenings, graduation dinners, farewell events, assemblies and uniform and memorabilia.
 - Monitor Consent2Go for excursions and ensure this is recorded on SEQTA.
 - Attend to lost property and items deposited at Student Services.
 - Maintain and order stocks of personal grooming products, e.g. nail polish remover/makeup remover/hair ties.
 - Maintain stock of and sell uniform accessories, e.g. socks/ties/caps.
 - Ensure deliveries are promptly delivered to their designated place.
 - Be responsible for the presentation of the Student Services area, ensuring that it is always kept neat and tidy.
-
- Any other tasks as directed by the Human Resources Manager, Head of Campus – Kidman Park, R-12 Deputy Principal and Principal.

Additional information and requirements

- Some out of hours work may be required.
- You will be required to hold the following certificates:
 - Working with children check/Catholic Police Clearance
 - First Aid
 - Responding to Risks of Harm, Abuse and Neglect – Education and Care

WORK HEALTH AND SAFETY

As a *Worker*, while at work you must –

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 27 and 28 WHS Act 2012