



Attendance and Administration Officer – Student Services

Full time – term time plus three (3) weeks per annum – January 2024!

The Southport School is a leading Anglican Day and Boarding School for boys situated on the banks of the Nerang River in the heart of the Gold Coast. The Southport School (TSS) has been established for 122 years and is committed to providing excellence in leadership, learning and teaching, pastoral care, and extra-curricular endeavours within a balanced, holistic Christian environment. The School has a vibrant boarding, academic, cultural and sporting program that extends across the full year and two campuses.

Our Student Services team are now seeking an **Attendance and Administration Officer** who will provide full time administrative support and front of house services in our very busy Student Services Reception area. This is one of the busiest front of house spaces on the Senior Campus with this office being the primary daily student and parent initial port of call and access point for all student attendance activity and pastoral care enquiries.

This role requires the successful candidate to be **empathetic, compassionate, apply discretion and a high degree of confidentiality** coupled with ensuring that **students entering Student Services space feel safe and comfortable** no matter the reason for their visit. This role will also require the successful candidate to utilise their **advanced administrative skills** that includes analysing attendance data and trends and reporting those to the Deans and Wellbeing team in support of student outcomes. This role is fast paced and works closely with stakeholders across the school community including students, parents, staff, school leaders as well as external service providers.

In general, this School Officers position will be responsible for:

- Managing the front of house office environs and providing a professional ‘front of house’ service for our students and their families who access this area of the school.
- Day to day general administrative functions including administrative support for the Dean of Boarding
- Managing the bus bookings for activities, end of term boarding transport, inter-school activities, etc.
- Managing the daily student attendance processes including being able to use the attendance to identify trends and report these accordingly.

The School is focused on securing a candidate who has a blend of experiences and skills that include but are not limited to:

- The ability to work independently and as part of a team.
- The ability to demonstrate initiative and proactivity in solution focused approach to problem solving.
- Demonstrate strong organizational skills, attention to detail, and the ability to structure, plan and manage priorities effectively.
- Manage a professional front of house service and communicate appropriately, proactively and effectively with our staff, families and students.

All staff at The Southport School should be supportive of the Code of Conduct and Anglican Ethos of the School. Candidates should hold or be eligible to hold a ‘working with children’ bluecard and must be able to provide a recent criminal history check upon request.

Please apply by submitting [online](#) your CV that outlines the skills you would bring to the role **by 5pm Tuesday 5 December 2023.**

For more information including a full position description, please visit the [TSS Website](#)