



Rangitoto College

Attendance Administration Support

OVERVIEW

Rangitoto College requires a staff member to support the administration of in-school attendance, ensuring student attendance data for non-regular students (less than 90% attendance rate) is tracked and accounted for.

KEY RESPONSIBILITIES

Provide administrative support to the Attendance Team to maintain compliance with all school attendance policies and procedures.

CORE COMPETENCIES

1. Understanding of student needs
2. Excellent organisation and administration skills.
3. Effective interpersonal and communication skills.
4. Great time management.

BEHAVIOURS

1. Clear and timely communication with pastoral staff.
2. Work completed in a timely manner to meet deadlines.
3. Work collaboratively with others.
4. Ability to work with internal and external support networks.
5. Desire to enable great student outcomes.

SPECIFIC DELIVERABLES:

Monitor and track student attendance rates.

Communicate with appropriate staff concerns regarding attendance data.

Communicate with parents/caregivers and external agencies, providing detail on attendance.

Improve the management of the school's SMS with regard to accounting for attendance.

Monitor authenticity of enrolment address details.

Reports to: Associate Principal - Pastoral

30 hours per week, term time only, 2 years fixed