

Student Attendance Officer

(Parental Leave replacement)

Information for Applicants

Closing Date: 6 December 2023



Uniting Church in Australia Property Trust (Q).
CRICOS 00537M

+ spirit + tenacity + authenticity + excellence + respect



**SCOTS PGC
COLLEGE**

Warwick, Queensland

— Always aiming higher

Position

Student Attendance Officer (Parental Leave Replacement)

To Commence

17 January 2024

The role

We are seeking to appoint an enthusiastic and adaptable administration professional to fill the temporary role of Student Attendance Officer. This role will be responsible for the entry and monitoring of student absences each morning and communicating with parents and staff.

This is a part-time, term-time role for 22.5 hours per week. The role is a fixed-term parental leave replacement for Terms 1 and 2 of 2024. The successful applicant will work from 8:00am – 12:30pm, Monday to Friday.

To be successful in this role, you will need to:

1. Have a passion for working with children in an educational setting.
2. Have a happy, outgoing demeanour and be able to create strong, professional relationships with students, colleagues and families.
3. Have excellent communication and interpersonal skills.
4. Have an attention to detail.
5. Have excellent problem-solving skills.
6. Be willing to assist other team members when needed.
7. Have the capacity to learn new IT systems that are relevant to the role.
8. Have the ability to obtain a Positive Notice (Blue Card) for child-related employment in Queensland.

The College

We are a co-educational day and boarding school in a beautiful rural setting on the outskirts of the city of Warwick, about two hours from the state capital, Brisbane. With a student population from Prep to Year 12, we offer a uniquely personalised education where both breadth and balance are features of our program.

An integral element of College life is our emphasis on character development. We want our students to challenge themselves to reach their full potential. Therefore, it is no wonder that people often say – this is the school where country values inspire excellence!

Our vision

To inspire students to be their best.

Our values

We affirm five values that underpin all that we seek to achieve for the students of SCOTS PGC;

- Spirit
- Tenacity
- Authenticity
- Excellence
- Respect

How to apply

Applications should be submitted via email to employment@scotspgc.com.au

Applications should include:

1. A letter of application addressed to the Principal, Mr Kyle Thompson.
2. A statement addressing the key success criteria.
3. Current resume outlining your career and education history.
4. Contact details of at least two professional referees. At least one referee should be your current or recent line manager.

The successful applicant will be subject to employment screening, which will include;

1. Reference checking and verification of employment history
2. Criminal history check.

The College is committed to providing a safe environment for all students and staff. Applicants must be committed to the values of our child-safe environment and work health and safety principles.

Privacy

A copy of the College's Employment Collection Notice can be obtained by clicking [here](#).

Questions?

Enquiries can be directed to the Head of People and Culture on 07 4666 9811 or employment@scotspgc.com.au