



Position Description

Position:	Student Records Officer
Department:	Administration
Responsible To:	Business Manager
Engagement Type:	Permanent, Part Time 25 hours per week, Term Time Only
Supervisory Responsibilities:	None
Purpose:	To carry out student information-related data entry, management and reporting using the school's student management system (SMS)

KEY RESPONSIBILITIES/JOB DUTIES

- Enter data by inputting information using the agreed procedure relating to student records creation and management
- Verify entered data by reviewing, correcting, deleting, or re-entering data; combining data from multiple systems when information is incomplete; purging files to eliminate duplication of data
- Work with staff to assist in managing and tracking new enrolments and student leavers
- Provide standard reports on student information from the data held in the SMS
- Provide information as and when requested to students, staff and caregivers
- Maintain student, caregiver and staff privacy and protects school operations by keeping information confidential
- Ensure records are safeguarded and are not inadvertently shared with people who do not have an immediate need-to-know
- Ensure compliance with record retention and archiving requirements
- Occasional word-processing, copying and similar preparation activities on behalf of teaching staff
- Prepare confirmation of enrolment correspondence and student certificates as required
- Development of electronic resources (docs/forms/spreadsheets) from existing paper copies including scanning and electronic filing
- Provide assistance and support to new enrolling families, noting some families may need additional support (including language support and have lack of access to technology to enrol online)
- Reviewing CCTV footage in accordance with CCTV guidelines
- Reception duties (as cover only)
- Other duties as reasonably requested by their line manager

Skills Required: Organization, typing, data entry skills, attention to detail, confidentiality, privacy, thoroughness, independence, analyzing information, ability to work with students, staff and parents/caregivers

Minimum Requirements: Excellent computer skills with emphasis on Google Apps, Microsoft Office and student management systems (KAMAR preferred), ability to deal with students of all high school ages calmly and professionally, and to deal with parents and staff in a similar manner.

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform any reasonable and lawful duties outside of their normal responsibilities from time to time, as requested by their line manager.