



Smithfield State High School

EXPRESSION OF INTEREST

ATTENDANCE AND TRUANCY OFFICER, AO3

Vacancy: Temporary

Position: Part-time at 6 hours per day (plus ADO), 5 days per week

Duration: ASAP to **13/07/2025** (with the possibility of extension)

EOI Close: 8:00 am Tuesday, 18 February 2025.

This opportunity is for someone who enjoys the rewards of making positive impacts on the lives of young students. The preferred candidate will:

- Promote and contribute to a positive school culture in which there are high expectations for behaviour, respect and safety.
- Support a learning environment by monitoring student attendance, producing absence reports for senior leaders, and liaising with parents/carers to verify student absences.
- Contribute to the effective and efficient operations of the school by providing a high level of administrative support.

The Role:

- Oversee of daily attendance processes and flowcharts.
- Oversee enforcement of attendance processes are compliant with departmental and school processes.
- Exemptions and Exit forms connected to supported students.
- Ensure students 5 days or more unexplained in OneSchool and process completed.
- Obtaining reports and Medical Certificates from families as required.
- Collation and confirmation of day 4 & 8 attendance and associated processes.
- Liaise with all school Deputy Principals regarding attendance matters.
- Collation of SLSS attendance data and reporting to SSLS teams.
- House calls and discussions with families around attendance; including house visits.
- Oversee/manage daily truancy processes.
- Liaise with DP Inclusion around truancy matters.
- Work with DP around roll marking anomaly resolution.
- Completing truancy spreadsheets/tracking.
- Provide/connect students with additional support as required.

Please note this list is not exhaustive and may be renegotiated in the future in consultation with the suitable candidate.

Experience in OneSchool and IDAttend will be highly regarded.

Mandatory requirements for this position:

- A criminal history check will be initiated on the successful applicant
- The successful applicant must hold a current positive Working with Children Check clearance (Blue Card)

How to apply:

Please submit the following to Kylie Street, BM@smithfieldshs.eq.edu.au@eq.edu.au before the 'EOI Close' noted above:

1. **A 1-page written statement** about how your achievements and capabilities meet the requirements of the role.
2. Your current resume detailing your relevant work history, including 2 referees, one of whom is your current supervisor.