



*St Francis' School is a Catholic Co-Educational Secondary CARE (Curriculum and Re-Engagement in Education) School, located in the heart of Maddington.*

*The School gives witness to the Catholic Church's vision to proclaim the Gospel of Jesus in today's society. Through the work of Catholic Schools, the Church confirms its commitment to work with teenagers who, for a variety of reasons, are educationally marginalised in society and find themselves unable to attend mainstream schools.*

**EDUCATION SERVICES ASSISTANT (ESA)**  
**DUTY STATEMENT**  
**PART-TIME 0.4 FTE**

The Education Services Assistant (ESA) employed at St Francis' School works under the direction of the Principal and in collaboration with the Campus Coordinator. The ESA must be supportive of the Catholic Educational philosophy of St Francis' School and actively contribute towards the maintenance of the Catholic ethos of the school.

This diverse position is initially two days per week (0.4) FTE with the possibility of future increase in FTE as the needs of the school grow. On average one day per week will be assigned to provide support to the Campus Coordinator and one day working in Student Services.

<b>Reports to</b>	<b>Principal (Campus Coordinator in the absence of the Principal)</b>
<b>Communicates internally with</b>	Principal, Campus Coordinator, Administration and Finance Coordinator
<b>Liases with externally</b>	School Curriculum & Standards Authority (SCSA), RTO's, Parents of students, other relevant external agencies.
<b>Behaviours and attitudes expected</b>	<ol style="list-style-type: none"> <li>1. Adheres to the Catholic ethos and St Francis' School Principles at all times;</li> <li>2. Adheres to health and safety procedures and actively contributes to maintaining a safe, healthy and tidy work environment.</li> <li>3. Displays: <ul style="list-style-type: none"> <li>○ a positive, can-do attitude;</li> <li>○ a hands-on approach;</li> <li>○ respect for self and others;</li> <li>○ energy, enthusiasm and drive;</li> <li>○ loyalty to the role, people and the School;</li> <li>○ honesty and integrity;</li> <li>○ an outstanding work ethic.</li> </ul> </li> </ol>

Functional Responsibilities	Tasks
<b>1. Administration support to the Campus Coordinator</b>	<ul style="list-style-type: none"> <li>• Ensures accurate recording and uploading of student details on the Student Information Record System (SIRS) as required by SCSA,</li> <li>• Provides miscellaneous clerical assistance;</li> <li>• Maintains accurate filing system for student records;</li> <li>• With the Campus Coordinator coordinate;               <ul style="list-style-type: none"> <li>○ OLNA Testing</li> </ul> </li> <li>• Produces student enrolment data and uploads student results to SCSA;</li> <li>• Produces enrolments and results data for VET in liaison with Campus Coordinator;</li> <li>• Maintains and updates data in Maze and SIRS for Endorsed Programs;</li> </ul>
<b>2. Student Services Support</b>	<ul style="list-style-type: none"> <li>• Completing student attendance data in SEQTA</li> <li>• Liaising with Parents, Students and Visitors to the School</li> <li>• Administration and clerical assistance as required</li> </ul>
<b>3. Reporting and meetings preparation</b>	<ul style="list-style-type: none"> <li>• Meets weekly with Campus Coordinator to discuss any issues with tasks or responsibilities or special projects;</li> </ul>
<b>4. Other</b>	<ul style="list-style-type: none"> <li>• Provides back-up to the Administration and Finance Coordinator in their absence;</li> <li>• Undertakes other duties as directed by the Principal or Campus Coordinator;</li> </ul>

Knowledge and experience:	Skills and capabilities:
<ol style="list-style-type: none"> <li>1. Experience with MS Office suite.</li> <li>2. Experience with Maze and SIRS data management</li> </ol>	<ol style="list-style-type: none"> <li>1. Teamwork;</li> <li>2. Strong interpersonal and communication skills;</li> <li>3. Strong attention to detail;</li> <li>4. Planning, organising and time management;</li> <li>5. Initiative;</li> <li>6. Ability to relate to and communicate with young people</li> <li>7. Good telephone and computer skills.</li> </ol>