



Ursula Frayne Catholic College

Administrative Assistant

Student Services

Role:

The Administrative Assistant Student Services is a member of the Admin Support Team and is responsible for meeting the requirements of students from Years 7 to 12.

Duties:

Student Services:

1. Attend to enquiries at counter by students, parents and staff
2. Process daily student attendance on SEQTA, including late/early departure information and absentee information received by phone/email
3. Monitor lost property and confiscated items
4. Process relevant telephone messages for students
5. Administrative tasks as directed by Heads of Year, including student locker details and assistance with year level functions
6. Undertake any other duties as requested by the College Leadership Team.