



EOI - Teacher Aide – Student Services Support

Classification: Teacher Aide (Generic – Department of Education)

Location: Cavendish Road SHS

Employment Type: Temporary 6 months with possibility of extension

30 hrs per week + 12.5% 8:15am to 3.30pm (Standard Job Model)

About the Role

We are seeking a highly organised and professional Teacher Aide – Student Services Support to join our team. This dynamic role provides administrative, operational, and student-focused support across Student Services, the Executive Leadership Team and the school's front office.

This position is ideal for someone who thrives in a busy environment, enjoys working with young people and can confidently manage competing priorities while maintaining confidentiality and professionalism.

Key Responsibilities

Student Services Support

Provide frontline support to students and families within Student Services.

Manage uniform exchange processes and maintain accurate records. 8.30am to 9.30am daily.

Lunchtime coverage in Student Services.

Internal relief coverage during short-term staff absences in student services.

Assist with student documentation, data entry and confidential record keeping.

Support coordination of appointments, referrals, and wellbeing processes.

Manage student sign-in/sign-out processes.

Executive Leadership Support

Provide administrative assistance to members of the Executive Leadership Team as required.

Prepare correspondence, reports and meeting documentation as required.

Assist with meeting coordination and minute taking.

Reception & Front Office

Deliver professional reception services, including answering phones and greeting visitors.

Manage visitor sign-in/sign-out processes.

Respond to enquiries from students, parents, and community members.

Undertake general administrative and clerical duties.



Internal Relief & Operational Support

Assist with maintaining continuity of front office and student services operations.

Support supervision of students in non-classroom settings when required.

About You

The successful applicant will demonstrate:

Strong administrative and organisational skills.

Excellent communication and interpersonal skills.

The ability to maintain confidentiality and exercise discretion.

Flexibility and adaptability in a demanding environment.

The capacity to work both independently and as part of a collaborative team.

A commitment to supporting student wellbeing and maintaining a positive school culture.

Mandatory Requirements

A current Working with Children Check (Blue Card) or the ability to obtain one prior to commencement.

Eligibility to work in Australia for the duration of the appointment.

A commitment to the Department of Education's Code of Conduct.

The ability to comply with workplace health and safety requirements.

Current First Aid and CPR certification (or willingness to obtain).

Completion of mandatory training as required by the Department of Education.

Why Join Us?

Be part of a supportive and collaborative school community.

Contribute to meaningful student support and wellbeing processes.

Work in a varied and engaging role where no two days are the same.

Please ensure that you read the generic Role Description to see full duties of the role – [Teacher Aide \(Generic\) – 16/33692](#)

To apply please submit your resume and 1 page statement about your relevant experience for this role to Samantha Jeffs – Business Manager sjeff75@eq.edu.au

Applications close: Friday 8th May 2026