



KENMORE STATE HIGH SCHOOL

The Queensland Department of Education trading as Education Queensland International (EQI) CRICOS Provider Number: 00608A

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Support Staff Excellence Award for Service

About the Support Staff Excellence Award for Service

Kenmore State High School recognise the outstanding service and contributions of our support staff. In 2021, Kenmore State High School proudly introduced the inaugural Support Staff Excellence Award for Service.

The Support Staff Excellence Award for Service is presented to one individual who has an exemplary work ethic and a sustained commitment to improving the quality of teaching, learning and community outcomes at Kenmore State High School. The recipient is a role model for the school's values and strategic priorities.

Each recipient will be presented with a perpetual trophy at the school's Premier Awards Evening, and a prize in recognition of their contribution to the Kenmore State High School community.

Selection Criteria

To be eligible, the support staff employee nominee must have a minimum of one year of service at Kenmore State High School, working at least .50 FTE (for clarification about FTE, please contact the school's Executive Business Manager, Julie Taylor at jtayl366@eq.edu.au). Casual employees are eligible for nomination if they have been employed with the school for more than six months.

To be nominated for the Support Staff Excellence Award for Service, the nominee must be a current:

- Teacher Aide
- Science Officer
- Administrative staff
- Cleaning staff
- Facilities staff
- ICT staff
- Pastoral staff
- School Nurse or
- Business Manager

All nominees will be assessed on evidence provided in relation to each of the following criteria, which will be given equal consideration by the selection committee.



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Individuals who are nominated must demonstrate:

1. Improvements to the school environments;
2. Outstanding support to the students, teachers and community environment;
3. Commitment and dedication to the education community.

Some descriptions that might accompany examples may include:

The Support Staff:

- Contributes to improvement in the quality of service to students, staff, departments, and/or the public;
- Undertakes significant projects which demonstrate creativity or progressive ideas;
- Demonstrates initiative and a sustained commitment to improving their own professional learning;
- Actively contributes in team environments;
- Initiates developmental activities to improve job knowledge or work performance;
- Contributes ideas that result in savings of time and/or resources;
- Suggests creative and innovative solutions to problems or challenges in the department.

Nomination and Selection Process

Candidates may either submit a self-nomination or be nominated. If self-nominating, two other staff members must endorse the application.

Nominations for the Support Staff Excellence Award for Service can be made by parents, guardians and students but must be endorsed by one Kenmore State High School staff member.

Completed nomination forms must be emailed to communications@kenmoreshs.eq.edu.au.

Recognition awards will be granted each year at the discretion of the selection committee.

For assistance or further information, please email communications@kenmoreshs.eq.edu.au.

2024 Nominations Open: Monday 5th August 2024

2024 Nominations Close: Friday 23rd August 2024

Support Staff Excellence Award for Service

2024 Nomination Form

Nominated Support Staff details

Name: _____

Role: _____

Email address: _____

Nominators' details

Name	Relationship to nominee	Email address	Signature
1.			
2.			

Nomination process and required documentation

Submit this nomination form and a letter of support that addresses the selection criteria. Candidates may either submit a self-nomination or be nominated. If self-nominating, two other staff members must endorse the application.

Completed nomination forms and letter of support must be emailed to communications@kenmoreshs.eq.edu.au by Friday 23rd August 2024.

On page 4, please use specific examples to describe how this employee's performance merits recognition for exemplary service.



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In no more than 200 words, please describe as precisely as possible how the nominee has consistently shown outstanding or extraordinary performance in the three criteria:

- 1. Improvements to the school environments;*
- 2. Outstanding support to the students, teachers and community environment;*
- 3. Commitment and dedication to the education community.*

To be completed by the Executive Business Manager or Associate Principal after email submission of the nomination form by the nominators:

I agree with the above nomination.

I do not agree with the above nomination.

Signature: _____ Date: _____

Comments