

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Education Department Ministerial Officers Salaries, Allowances and Conditions Award 1983, School Support Officers (Government) General Agreement 2014 or as replaced	
Group:	Schools	Effective Date of Document 11 August 2016
Region:	Education Regions	
School:	Schools	

THIS POSITION	
Title:	School Officer
Classification:	Level 2
Position No:	Generic
Positions under <u>direct</u> responsibility: Nil	

REPORTING RELATIONSHIPS		
TITLE:	Principal	
LEVEL:	Various	
POSITION NUMBER:	Various	
TITLE:	Manager Corporate Services	
LEVEL:	Various	
POSITION NUMBER:	Various	
This position and the positions of:		
Title	Level	Position Number
Various		

TITLE	POSITION NO	CLASSIFICATION	EFFECTIVE DATE
School Officer	Generic	Level 2	11 August 2016

CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity, care and equity are valued.

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

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School Officer	Generic	Level 2	11 August 2016

ROLE

The School Officer:

- provides assistance to the Manager Corporate Services with administering the financial resources of the school including undertaking account and GST coding, reconciliations, invoice processing and BAS/FREDA returns
- assists with month-end procedures, including transporting receipts to the bank and ensuring data integrity
- collates figures for financial planning and budgeting
- assists with the management of school assets, including assistance with the administration of out-of-hours use of school facilities, coordinating and negotiating maintenance and repairs and maintaining key registers and security system codes
- assists with the induction and support of administrative school support staff development of induction programs and materials for school support staff, and the coordination of relief staff
- provides advice to staff on travel, subsidies and allowances
- administers the operation of school databases, records and management information systems including timetabling
- establishes ordering procedures for office consumables
- creates and prepares school materials for publication and undertakes routine analyses and reports on results
- undertakes student-related activities, including providing information, advice and collecting documentation for enrolment of new students
- supervises work experience students and assists the Vocational Education and Training Coordinator with the placement and monitoring of students.

OUTCOMES

1. Effective support is provided to the Manager Corporate Services in administering the school's human and financial resources; and maintaining facilities, assets and resources.
2. School databases, records and management information systems are accurate, up-to-date and routinely maintained.
3. Confidentiality and security of sensitive material is maintained at all times.
4. Effective working relationships are developed and maintained with internal and external stakeholders.

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SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated experience in providing effective administrative support with the ability to organise and prioritise tasks effectively.
2. Demonstrated experience in financial processes and procedures, including the handling of debtors, creditors, reconciliations, and /or preparing financial returns.
3. Demonstrated ability in using computers and a range of application software packages, particularly databases, spreadsheets and word processing.
4. Demonstrated good verbal and written communication skills and experience in the application of customer service principles and practices.
5. Demonstrated good interpersonal skills and ability to work unsupervised and in a team environment.

ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

ENDORSED

DATE 11 August 2016
TRIM REF # D16/0511986