

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

<p align="center"><b>Public Sector Management Act 1994</b></p>	<p align="center"><b>Salaries/Agreement/Award</b> Education Department Ministerial Officers Salaries, Allowances and Conditions Award 1983, School Support Officers (Government) General Agreement 2014 or as replaced</p>	
<p><b>Group:</b> Schools</p> <p><b>Region:</b> Education Regions</p> <p><b>School:</b> Schools</p>	<p align="center"><b>Effective Date of Document</b> 22 August 2017</p>	

<p align="center"><b>THIS POSITION</b></p>	
<p><b>Title:</b> School Officer</p>	
<p><b>Classification:</b> Level 1</p>	
<p><b>Position No:</b> Generic</p>	
<p><b>Positions under direct responsibility:</b> Nil</p>	

<p align="center"><b>REPORTING RELATIONSHIPS</b></p>		
<p><b>TITLE:</b></p>	<p>Principal</p>	
<p><b>LEVEL:</b></p>	<p>Various</p>	
<p><b>POSITION NUMBER:</b></p>	<p>Various</p>	
<p><b>TITLE:</b></p>	<p>Manager Corporate Services</p>	
<p><b>LEVEL:</b></p>	<p>Various</p>	
<p><b>POSITION NUMBER:</b></p>	<p>Various</p>	
<p><b>This position and the positions of:</b></p>		
<p><b>Title</b></p>	<p><b>Level</b></p>	<p><b>Position Number</b></p>
<p>Various</p>		

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## CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45,000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing Secretariat services to the Teachers Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations 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.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>

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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## **ROLE**

The School Officer:

- undertakes reception duties including greeting visitors, answering the telephone and responding to routine enquiries and requests for information
- provides general clerical and administrative support including preparing correspondence, newsletters, notices and other materials
- distributes and collects documents, forms and mail
- collects and receipts monies in accordance with Departmental procedures
- operates and maintains office equipment including monitoring and ordering office consumables
- inputs data and generates routine reports and other documents from school databases
- arranges catering for school functions
- makes travel arrangements for school staff
- assists with the maintenance of school facilities, assets and resources including reporting faults, organising repairs, assisting with stock takes and updating the asset and resources registers
- supports student-related activities such as maintaining student attendance records, generating routine reports and correspondence related to absenteeism, assisting with student enrolment procedures and handling information relating to school bus timetables
- assists the Manager Corporate Services with the induction and training of school support staff and recruitment processes
- maintains staff records and contacts relief staff as directed.

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## **OUTCOMES**

1. An efficient and friendly reception and telephone answering service is provided for the school.
2. Effective administrative support is provided in an accurate and timely manner.
3. Information in school databases, records and other information systems is accurate and up-to-date.
4. All monies are receipted and accounted for in accordance with Departmental procedures.
5. Support is provided to the Manager Corporate Services to assist with management of the school facilities, assets and resources.
6. Support is provided to the Manager Corporate Services to assist with routine recruitment and induction processes for staff.
7. Effective working relationships are developed and maintained with internal and external stakeholders.

## **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 general office administrative support with ability to organise and prioritise tasks effectively.
2. Demonstrated ability to use computers and a range of application software packages, particularly databases, spreadsheets and word processing.
3. Demonstrated good verbal and written communication skills, including application of customer service principles and practices.
4. Demonstrated good interpersonal skills and ability to work in a team environment.

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### **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 22 August 2017**

**TRIM REF # D17/0356539**