



Administration Assistant, Public School Review

School and Principal Review

Position number	00035575
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 2
Reports to	Principal Consultant (Level 7)
Direct reports	Nil

Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12, to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner preparing them for their next step into the workforce or further education.

The Public School Review (PSR) process plays a key role in: providing assurance to the Minister and Director General that schools are performing as expected; informing families and caregivers about the quality of education provision in their communities; and providing an opportunity for schools to receive clear, targeted feedback to inform their improvement planning.

Public School Reviews are undertaken by a review team consisting of a Director, Public School Review and a peer reviewer. Schools submit an electronic school self-assessment containing evidence to support their judgements about school effectiveness with a return timeframe negotiated at the conclusion of each PSR.

Review teams conduct school visits statewide to validate each school's self-assessment. A report is prepared by the Director, Public School Review and endorsed by the Deputy Director General, Schools. Reports are then made available in the public domain for 12 months.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide clerical and administrative support to directors and staff in the School and Principal Review directorate, including assisting in induction of new staff.
- Coordinate travel arrangements, including preparation of travel documents and booking of flights, accommodation, parking and transport, in line with department policy and procedures.
- Maintain an effective management and filing system for correspondence, corporate information and records relating to operational matters.
- Manage the payment of accounts, reconciliation and processing of corporate credit cards, arrangement of quotations and purchasing.
- Coordinate and provide editorial support for correspondence in accordance with Department protocols and guidelines.
- Manage incoming telephone calls, visitor enquiries, diary appointments, meetings, emails and other directorate communications.
- Communicate with internal and external clients, including executive staff, school and education regional office staff, parents and members of the public.
- Manage confidential and sensitive enquiries requiring appropriate referral and timely responses.
- Ensure adequate office supplies are available and replenished.
- Provide hospitality support for directors and visitors, including organisation of parking, refreshments/catering and meeting room management.
- Prepare and distribute correspondence, agendas and minutes of meetings, as required.
- Attend to general matters on behalf of the Directors and Principal Consultant/s.

Selection criteria

1. Demonstrated skills and experience in providing clerical and administration support.
2. Demonstrated sound written, verbal and interpersonal communication skills and experience in the application of customer service principles and practices.
3. Demonstrated experience in purchasing, processing accounts for payment and monitoring expenditure for a work group.
4. Demonstrated good organisational skills, including the ability to prioritise tasks, exercise initiative and work with minimal supervision.
5. Demonstrated well-developed keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 23 October 2025
Reference D25/1083326