

School Officer

Schools

Position number	Generic
Agreement	Department of Education (School Support Officers) CSA Agreement 2019 or as replaced
Classification	Level 1
Reports to	Manager Corporate Services
Direct reports	Nil

Context

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#).

For further information about the Department of Education, please visit:
education.wa.edu.au.

Key responsibilities

- Undertake reception duties, including greeting visitors, answering the telephone and responding to routine enquiries and requests for information, in an efficient and friendly manner.
- Provide effective and accurate general clerical and administrative support, including preparing correspondence, newsletters, notices and other materials, in a timely manner.
- Distribute and collect documents, forms and mail.
- Collect and receipt monies in accordance with Departmental procedures.
- Operate and maintain office equipment, including monitoring and ordering office consumables.
- Input data and generate routine reports and other documents from school databases.
- Arrange catering for school functions.
- Make travel arrangements for school staff.
- Assist 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.
- Support 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.

- Assist the Manager Corporate Services with the induction and training of school support staff and recruitment processes.
- Maintain staff records and contacts relief staff as directed.

Selection criteria

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.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three 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 six months of appointment.

Certification

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

ENDORSED

Date 25 January 2021
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