



## Pathways Support Officer

Warnbro Community High School Education Support Centre

<b>Position number</b>	00038631
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA Agreement 2024</a> or as replaced
<b>Classification</b>	Level 2
<b>Reports to</b>	Manager Corporate Services (Level 4)
<b>Direct reports</b>	Nil

### Context

Information about Warnbro Community High School Education Support Centre is available on [Schools Online](#).

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Provide administrative support ensuring the efficient operation of the Pathway Planning Office, including administering spreadsheets, databases, student records, including attendance, and the effective management of other school information systems.
- Undertake ordering of office consumables, creating and preparing school materials for publication and undertaking routine analyses and reporting on results.
- Undertake student-related activities such as providing limited career information and advice, and collation of student documentation relevant to the Authority Developed Workplace Learning (ADWPL) Area, for example, excursions and qualification enrolments.
- Assist the Pathway Planning Coordinator with the placement of students to support their learning pathway.
- Arrange and provide appropriate transportation for students to placement-related activities, including driving students in school vehicles when alternative transportation arrangements cannot be made.
- Provide clerical support for special projects and across School teams as business needs arise, as directed by the Principal or Manager Corporate Services.

## Selection criteria

1. Demonstrated good verbal and written communication skills, including application of customer service principles and practices.
2. Demonstrated interpersonal skills and the ability to work unsupervised and in a team environment.
3. Demonstrated ability in using computers and a range of application software packages, particularly databases, spreadsheets and word processing.
4. Demonstrated effective planning and organisational skills and experience in providing administrative

## 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
- obtain or hold a current Working with Children Check
- 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
- within six months of commencement of employment, obtain and maintain a current 'C Class' Driver's Licence and a Passenger Transport Driver (PTD) authorisation.

## Certification

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

## ENDORSED

Date 3 March 2026  
Reference D26/0154044