



Administration Assistant - Connected Community School trial

Schools

Position number	Generic
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 2
Reports to	May vary depending on context
Direct reports	Nil

Context

The Connected Community School trial is a four-year initiative that aims to connect students and families with greater wellbeing supports, as well as community, health and social services, to improve students' educational and wellbeing outcomes beyond the classroom. Each participating school will work with its community to create locally led, culturally safe and inclusive approaches to work towards addressing local needs with a range of initiatives, such as making services available on site to remove barriers to access. The trial also aims to strengthen ties within the community by developing partnerships and use of school facilities after hours with groups such as local sporting groups, community language groups and other community organisations.

Participating schools include Girrawheen Senior High School, Roebourne District High School, Clarkson Primary School and Ashburton Drive Primary School.

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

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

Key responsibilities

- Provide administrative and clerical support to the Principal and Connected Community School trial team members.
- Provide assistance to the Manager Corporate Services with administering the financial resources of the school, including undertaking account and GST coding, reconciliations, invoice processing, month-end procedures and processing purchase card acquittals.
- Prepare and distribute meeting agendas and minutes and undertake follow up actions when required.

- Manage incoming telephone calls, visitor enquiries, diary appointments, meetings, emails and other communications.
- Undertake routine research and analysis on the trial and provide reports to senior management.
- Prepare, process and deliver incoming and outgoing correspondence, actions routine matters by drafting responses and preparing basic reports.
- Maintain an effective correspondence filing system for information and records relating to the trial.
- Administer school databases, records and management information systems.
- Support the Program Coordinator to develop, implement and manage the trial's marketing plan.
- Assist with proof-reading, editing and sub-editing publications and news media communications to ensure Departmental policies and guidelines are adhered to.
- Create and prepare school materials for publication and distribution to support teachers, students and families.

Selection criteria

1. Demonstrated good financial management skills, including input into budget preparation, purchasing and asset management, and the ability to interpret and apply financial and accounting practices and procedures.
2. Demonstrated experience in providing effective administrative support, including diary management.
3. Demonstrated good keyboarding and computer skills, including knowledge of databases, spreadsheets and word processing.
4. Demonstrated good verbal, written and interpersonal communication skills, including the ability to liaise with individuals at all levels and build and maintain effective working relationships.
5. Demonstrated initiative and good organisational skills with the ability to identify prioritises and meet conflicting deadlines.

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.

Certification

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

ENDORSED

Date 12 November 2025
Reference D25/1141184