

## Administration and Library Support Officer

### Morawa District High School

<b>Position number</b>	00043800
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA General Agreement 2022</a> or as replaced
<b>Classification</b>	Level 1
<b>Reports to</b>	Manager Corporate Services (Level 3)
<b>Direct reports</b>	Nil

#### Context

Further information about Morawa District High School 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

- Undertake reception duties including greeting visitors, answering the telephone and responding to routine enquiries and requests for information.
- Provide general clerical, administrative and library support including preparing correspondence, newsletters, excursion notes, notices, updating social media and other materials and booking equipment and facilities.
- Distribute and collect documents, forms and mail.
- Collect and receipt monies in accordance with Departmental procedures.
- Input data and generate routine reports and other documents from school databases
- Provide support preparing for school functions including arranging catering.
- 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 contact relief staff as directed.
- Operate and maintain office equipment and library systems including monitoring and ordering office consumables.

- Implement procedures to ensure library records are up-to-date and library resources are maintained and processed so they are accessible and available to students, staff and parents at all times.
- Maintain the resources and environment of the school library to support the learning outcomes of students.
- Guide students, staff and parents in locating library resources and information.
- Direct and coordinate the activities of library volunteers.

### **Selection criteria**

1. Demonstrated experience in providing general 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 unsupervised and 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 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
- 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            3 October 2023  
Reference    D23/1583346