

Administrative Support Officer: Facilities and Assets

Churchlands Senior High School

Position number	00032017
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 2
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

Churchlands Senior High School is an Independent Public School which enjoys an outstanding reputation for its academic, sporting and cultural achievements. The Gifted and Talented music program is regarded internationally as one of excellence and has outstanding facilities to support over 300 music students. Churchlands also enjoys a reputation of excellence in sports, regularly holding both A Grade Swimming and Athletics championships.

Churchlands aims to develop a school community which encourages personal, social and environmental responsibilities. The school is committed to providing a caring and supportive environment that challenges students to achieve personal excellence in all endeavours and to be active citizens of the local and global community.

Churchlands SHS has developed policies, procedures and programs that support our vision for the future. Of particular note is the Churchlands Art of Teaching (ChArT) program which involves reflective practice to improve teaching and learning, and our directions in ITC.

The staff at Churchlands maintain significant programs including community service programs such as the 24 hour walk, after school sports, after school study classes and a large number of international study, sporting and cultural tours.

Further information about Churchlands Senior High School is available on [Schools Online](#).

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

Key responsibilities

- Provide general administrative support to the Manager Corporate Services and Principal in the daily operations of the school, including administering the Faults Management budget.
- Assist the Manager Corporate Services in monitoring the cleaning and gardening services and ensuring facilities, equipment, buildings and school buses are maintained.
- Ensure school records and management information systems are accurate, up-to-date and routinely maintained, in particular the asbestos register.
- Obtain quotations and coordinate minor works.
- Develop and maintain effective working relationships and community networks.

Selection criteria

1. Demonstrated experience in general clerical and administrative duties.
2. Demonstrated organisational skills with the ability to use initiative and work independently and as part of a team.
3. Demonstrated experience in monitoring and maintaining facilities, equipment and buildings.
4. Demonstrated written, verbal and interpersonal communication skills with the ability to liaise with individuals at all levels.

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 13 February 2020
Reference D20/0055345