



Executive Support Officer

Albany Senior High School

Position number	00048123
Agreement	Department of Education (School Support Officers) CSA Agreement 2024 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 5)
Direct reports	Nil

Context

Information about Albany 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

Executive Support

- Support the coordination of the daily operations of the School's Executive office, providing an administrative function to the Principal and the Executive team, including:
 - Preparation and coordination of correspondence, briefing notes, and parliamentary questions.
 - Monitor the Principal and Executive team's electronic calendar and schedule appointments.
 - Manage incoming and outgoing enquiries.
- Liaise with Leadership Team, senior staff within the Department, other Schools, other Government Agencies, the Minister's Office and members of the public on a diverse range of issues related to the school.
- Establish and maintain effective communication networks with internal and external stakeholders.
- Provide executive support to the School Board, including providing administrative assistance to the Principal in the recruitment of members, organising of training, updating of the Council and Boards (CAB) register and review of the Terms of Reference.
- Maintain a confidential electronic filing system for the School Executive as instructed by the Principal.
- Conduct research and assessment of issues for the School Executive team, under the direction of the Principal.
- Assist with special projects as business needs arise.
- Provide support in the management and monitoring of sensitive matters handled by the School Executive which may include complaints, incidents and mandatory reporting matters such as child abuse and referrals to Standards and Integrity.

- Develop and maintain processes and procedures to ensure confidentiality of sensitive matters and personal information is maintained.
- Support and assist the Principal as required with management of critical incidents.
- Assist the School Executive Team in administrative, financial, marketing, corporate sponsorship and physical resources aspects of the school's operations.

School Calendar and Event Coordination

- Consult with the School Executive team to establish and maintain the electronic school calendar.
- Contribute to the development and implementation of school events, including graduation, parents' evenings and functions.
- Assist the School Executive team with undertaking event related activities such as:
 - Research and bookings for event details such as catering, venues, speakers.
 - Developing school promotional events, business and marketing plans.
 - Planning of events including consultation with stakeholders and communicating updates.
 - Act as the main liaison for senior staff within the Department, other agencies, the Minister's Office and other Parliamentary offices, and members of the public.
 - Ensuring safety, access and insurance requirements are met relating to events.
 - Coordination of events and point of contact for issues on the day of events.
 - Developing a range of communications, publications and materials to support marketing activities and events.
- Coordinate promotional events and marketing activities and manage associated budgets.
- Maintain and update public facing documents and ensure published content is current, relevant and representative of the school's vision.

Selection criteria

1. Demonstrated sound administration and organisational skills with considerable experience in the delivery of administration support services, including the ability to provide executive support to School Executives.
2. Demonstrated experience in coordinating events and marketing activities and associated financial management and budgeting requirements.
3. Demonstrated sound written, oral communication and interpersonal skills, including the ability to liaise effectively with senior positions, internal and external clients on a wide range of issues.
4. Demonstrated sound research, conceptual, analytical and problem-solving skills with the ability to use initiative to identify priorities and meet conflicting timelines.
5. Demonstrated relevant experience in the use of personal computer software applications, including MS Word, Outlook and Excel, with the ability to produce reports from computerised applications.

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 10 March 2026
Reference D26/0223597