



Executive Assistant

Balcatta Senior High School

Position number	00037290
Agreement	Department of Education (School Support Officers) CSA Agreement 2024 or as replaced
Classification	Level 2
Reports to	Manager Corporate Services (Level 5)
Direct reports	Nil

Context

Further information about Balcatta 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 high-level administrative support to the principal and school administrators, including scheduling appointments and managing incoming telephone, email and facsimile enquiries and requests.
- Provide executive support to the School Board including preparing and distributing meeting agendas and minutes and following up on actions where required.
- Develop and collate appropriate materials for school website.
- Maintain the school profile on the school website and provide staff with information on school intranet systems.
- Prepare documents for departmental, school and annual reports and student certificates.
- Organise school functions, including catering requirements.
- Assist with travel arrangements, including preparing travel documents, booking flights and accommodation.
- Research and extract data for school budgets and reports.
- Assist with school security, including coordinating key security and alarm codes.
- Coordinate supplies and stationery orders and publication printing.
- Maintain an effective correspondence filing system for school information and records relating to projects, initiatives, committees and other activities.
- Provide administrative support for ad hoc special projects and support across school teams as business needs arise.

Selection criteria

1. Demonstrated sound written, verbal and interpersonal skills, including the ability to exercise confidentiality and liaise effectively with individuals at all levels.
2. Demonstrated sound knowledge and experience in administrative and clerical functions.
3. Demonstrated sound keyboarding and computer skills, including a working knowledge of word processing, databases, spreadsheets and information technology systems.
4. Demonstrated initiative and sound organisational skills, including the ability to prioritise and finalise tasks with minimal supervision and work as part of a team.

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 7 April 2026
Reference D26/0273365