



## Administrative Assistant (Regional Office)

South Metropolitan Education Regional Office

<b>Position number</b>	00018253
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 2
<b>Reports to</b>	Corporate Services Coordinator (Level 5)
<b>Direct reports</b>	Nil

### Context

The South Metropolitan Education Region was formed from the Government's regionalisation initiative to empower local school communities and give principals and staff a greater say in how regional services are delivered and used. The South Metropolitan Education Region supports the Department of Education's priorities in Western Australia and commits to delivering, through schools and services, a full and engaging standard of public education, supportive of parents, students and teachers alike.

The South Metropolitan Education Regional Office is located in Beaconsfield, near Fremantle. There are 263 public schools located in the South Metropolitan Education Region. There are approximately 127 000 students enrolled in compulsory schooling within the region.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Provide administrative support to the Regional Office, including basic research, in a timely and efficient manner.
- Process and deliver incoming and outgoing enquiries and correspondence, action routine matters by drafting responses and preparing basic reports.
- Administer the operation of databases, records and management information systems.
- Maintain an effective correspondence filing system for corporate information and records.
- Ensure office supplies are ordered in alignment with the relevant Common Use Arrangements (CUAs).
- Undertake payment of accounts, credit card reconciliation and preparation of reports, as required.
- Liaise with senior officers, other members of the Department, outside agencies and the wider community as required.

## Selection criteria

1. Demonstrated experience in administrative and clerical duties.
2. Demonstrated well developed keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing.
3. Demonstrated sound organisational skills with the ability to use initiative and work independently and as part of a team.
4. Demonstrated sound written, verbal and interpersonal communication skills with the ability to liaise with individuals at all levels.
5. Demonstrated knowledge of Common Use Arrangements and experience in account payments for a work unit.

## 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 27 July 2021  
Reference D21/0317303