



Administrative Support Officer: Facilities

Kinross College

Position number	00047554
Agreement	Department of Education (School Support Officers) CSA Agreement 2024 or as replaced
Classification	Level 2
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

Information about Kinross College 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 and assist the Manager Corporate Services and Principal to monitor cleaning and gardening services and faults management.
- Ensure facilities, equipment, buildings and school buses are maintained and organised to support daily operations.
- Maintain appropriate documentation for facilities in accordance with work health and safety requirements.
- Obtain quotations and coordinates minor works and maintenance activities.
- Administer the Faults Management budget to ensure efficiencies and savings are achieved.
- Administer and manages community use of school facilities.
- Establish and maintain effective working relationships and community networks.
- Ensure school records and management information systems are accurate, up-to-date and routinely maintained, in particular the asbestos register.

Selection criteria

1. Demonstrated experience in clerical and administrative duties.
2. Demonstrated good 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 deal with individuals at all levels.

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 12 September 2025
Reference D25/0947900