

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Education Department Ministerial Officers Salaries, Allowances and Conditions Award 1983, School Support Officers (Government) General Agreement 2011 or as replaced	
Group:	Schools	Effective Date of Document 25 January 2013
Directorate:	Education Regions	
Branch:	Schools	
Section:		

THIS POSITION			
Title:	School Officer		
Classification:	Level 1		
Position No:	Generic		
Positions under <u>direct</u> responsibility			
Title:	Classification:	Position No:	Number of FTE's Controlled:
Nil			

REPORTING RELATIONSHIPS			
TITLE:	Principal		
LEVEL:	Various		
POSITION NUMBER:	Various		
TITLE:	Business Manager/Registrar		
LEVEL:	Various		
POSITION NUMBER:	Various		
This position and the positions of:			
Title	Level	Position Number	
Various			

TITLE School Officer	CLASSIFICATION Level 1	POSITION NO Generic	EFFECTIVE DATE 25 January 2013
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CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity and equity are valued.

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

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ROLE

The School Officer:

- undertakes reception duties including greeting visitors, answering the telephone and responding to routine enquiries and requests for information
- provides general clerical and administrative support including preparing correspondence, newsletters, notices and other materials
- distributes and collects documents, forms and mail
- collects and receipts monies in accordance with Departmental procedures
- operates and maintains office equipment including monitoring and ordering office consumables
- inputs data and generates routine reports and other documents from school databases
- arranges catering for school functions
- makes travel arrangements for school staff
- assists with the maintenance of school facilities, assets and resources including reporting faults, organising repairs, assisting with stock takes and updating the asset and resources registers
- supports student-related activities such as maintaining student attendance records, generating routine reports and correspondence related to absenteeism, assisting with student enrolment procedures and handling information relating to school bus timetables
- assists the Business Manager/Registrar with the induction and training of school support staff and recruitment processes
- maintains staff records and contacts relief staff as directed.

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OUTCOMES

1. An efficient and friendly reception and telephone answering service is provided for the school.
2. Effective administrative support is provided in an accurate and timely manner.
3. Information in school databases, records and other information systems is accurate and up-to-date.
4. All monies are receipted and accounted for in accordance with Departmental procedures.
5. Support is provided to the Business Manager/Registrar to assist with management of the school facilities, assets and resources.
6. Support is provided to the Business Manager/Registrar to assist with routine recruitment and induction processes for staff.
7. Effective working relationships are developed and maintained with internal and external stakeholders.

SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated experience in providing general office administrative support with ability to organise and prioritise tasks effectively.
2. Demonstrated ability to use computers and a range of application software packages, particularly databases, spreadsheets and word processing.
3. Demonstrated good verbal and written communication skills, including application of customer service principles and practices.
4. Demonstrated good interpersonal skills and ability to work in a team environment.

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ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement; and
- complete any training specific to this role required by Departmental policy.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

ENDORSED

DATE 29 January 2013
TRIM REF # D13/0045912