

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

|  |   |   |
|--|---|---|
| <b>Public Sector Management Act 1994</b> | <b>Salaries/Agreement/Award</b><br>Education Department Ministerial Officers Salaries, Allowances and Conditions Award 1983, School Support Officers (Government) General Agreement 2014 or as replaced |   |
| <b>Group:</b>                            | <b>Schools</b>  | <b>Effective Date of Document</b><br>25 August 2017 |
| <b>Region:</b>                           | <b>Education Regions</b>  |   |
| <b>School:</b>                           | <b>Schools</b>  |   |

**THIS POSITION**

**Title:** School Officer  
**Classification:** Level 2  
**Position No:** Generic  
**Positions under direct responsibility:** Nil

**REPORTING RELATIONSHIPS**

**TITLE:** Principal  
**LEVEL:** Various  
**POSITION NUMBER:** Various

**TITLE:** Manager Corporate Services  
**LEVEL:** Various  
**POSITION NUMBER:** Various

**This position and the positions of:**

| <b>Title</b> | <b>Level</b> | <b>Position Number</b> |
|--------------|--------------|------------------------|
| Various      |              |                        |

| TITLE          | POSITION NO | CLASSIFICATION | EFFECTIVE DATE |
|----------------|-------------|----------------|----------------|
| School Officer | Generic     | Level 2        | 25 August 2017 |

## CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45,000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing Secretariat services to the Teachers Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations 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.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>

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:

- provides assistance to the Manager Corporate Services with administering the financial resources of the school including undertaking account and GST coding, reconciliations, invoice processing and BAS/FREDA returns
- assists with month-end procedures, including transporting receipts to the bank and ensuring data integrity
- collates figures for financial planning and budgeting
- assists with the management of school assets, including assistance with the administration of out-of-hours use of school facilities, coordinating and negotiating maintenance and repairs and maintaining key registers and security system codes
- assists with the induction and support of administrative school support staff development of induction programs and materials for school support staff, and the coordination of relief staff
- provides advice to staff on travel, subsidies and allowances
- administers the operation of school databases, records and management information systems including timetabling
- establishes ordering procedures for office consumables
- creates and prepares school materials for publication and undertakes routine analyses and reports on results
- undertakes student-related activities, including providing information, advice and collecting documentation for enrolment of new students
- supervises work experience students and assists the Vocational Education and Training Coordinator with the placement and monitoring of students.

## **OUTCOMES**

1. Effective support is provided to the Manager Corporate Services in administering the school's human and financial resources; and maintaining facilities, assets and resources.
2. School databases, records and management information systems are accurate, up-to-date and routinely maintained.
3. Confidentiality and security of sensitive material is maintained at all times.
4. Effective working relationships are developed and maintained with internal and external stakeholders.

|                                |                               |                                  |   |
|--------------------------------|-------------------------------|----------------------------------|---|
| <b>TITLE</b><br>School Officer | <b>POSITION NO</b><br>Generic | <b>CLASSIFICATION</b><br>Level 2 | <b>EFFECTIVE DATE</b><br>25 August 2017 |
|--------------------------------|-------------------------------|----------------------------------|---|

## **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 effective administrative support with the ability to organise and prioritise tasks effectively.
2. Demonstrated experience in financial processes and procedures, including the handling of debtors, creditors, reconciliations, and /or preparing financial returns.
3. Demonstrated ability in using computers and a range of application software packages, particularly databases, spreadsheets and word processing.
4. Demonstrated good verbal and written communication skills and experience in the application of customer service principles and practices.
5. Demonstrated good interpersonal skills and ability to work unsupervised and in a team environment.

## **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;
- complete any training specific to this role required by Departmental policy; and
- 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 duties, responsibilities and other requirements of the position.

## **ENDORSED**

**DATE 25 August 2017**  
**TRIM REF # D17/0356552**