

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

Public Sector Management Act 1994	Salaries/Agreement/Award Education Department Ministerial Salaries, Allowances and Conditions Award 1983 Department of Education (School Support Officers) CSA General Agreement 2017 or as replaced	
Group: Schools Region: North Metropolitan Education Region School: John Forrest Secondary College	Effective Date 22 August 2018	

THIS POSITION	
Title:	Administrative Support Coordinator
Classification:	Level 3
Position No:	00038964
Positions under direct responsibility: Nil	

REPORTING RELATIONSHIPS		
TITLE LEVEL POSITION NUMBER	Principal School Administrator Level 6 00000900	
TITLE LEVEL POSITION NUMBER	Manager Corporate Services Level 5 00000910	
This position and the positions of:		
Title Various	Level	Position Number

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
Administrative Support Coordinator	Level 3	00038964	22 August 2018

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 Teacher 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>.

John Forrest Secondary College is an Independent Public School within the Western Australian public school system. The College delivers outstanding educational programs, is an inclusive school and maintains a proud tradition of excellence and traditional values. The College Board, administration, teachers and support staff are committed to all students enjoying a positive secondary school experience, achieving the best possible educational outcomes, and leaving school with an optimistic outlook and the desire and confidence to make a worthwhile contribution to the community.

Further context about the College is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter John Forrest Secondary College in the *Find a School* field.

ROLE

The Administrative Support Coordinator:

- assists in coordinating the daily operations and provides administrative support, including curriculum support, to the College's administrative team
- maintains a range of curriculum-related databases, ensuring data integrity and generates reports in a timely manner
- extracts and generates reports on educational measurement assessments including the National Assessment Program – Literacy and Numeracy and Online Literacy and Numeracy Assessment
- undertakes data transfers to internal and external stakeholders, including the School Curriculum and Standards Authority, Reporting to Parents and Interim Reports
- develops and maintains effective working relationships with internal and external stakeholders

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
Administrative Support Coordinator	Level 3	00038964	22 August 2018

- provides support to the school administrative team in maintaining business and information systems, including the creation and modification of reports.

OUTCOMES

1. Effective administrative and curriculum support is provided to the Principal, Deputy Principal and the Manager Corporate Services in the operations of the school.
2. Accurate student curriculum data systems and data integrity is managed.
3. Student curriculum data is maintained, reported and transferred to internal and external stakeholders within agreed timelines.
4. Effective administrative support is provided to the Deputy Principal and Manager Corporate Services in the management and coordination of business and other information management systems and processes to achieve agreed operational outcomes.
5. Accurate data is provided to assist in progressive planning of the College.
6. Effective working relationships and community networks are developed and maintained.

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 sound ability to provide effective support and input into the development, implementation and monitoring of business operations and administrative activities.
2. Demonstrated sound initiative and highly developed organisational skills, including attention to detail and the ability to work with minimum supervision to meet deadlines.
3. Demonstrated sound data management skills, including data analysis and reporting.
4. Demonstrated well developed computer skills, including the ability to create, operate, manipulate databases, spreadsheets and extract reports
5. Demonstrated well developed written and verbal communication and interpersonal skills with the ability to build and maintain effective working relationships and liaise with individuals at all levels.

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.

TITLE Administrative Support Coordinator	CLASSIFICATION Level 3	POSITION NO. 00038964	EFFECTIVE DATE 22 August 2018
--	----------------------------------	---------------------------------	---

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 22 August 2018
TRIM REF # D18/0372396