

**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 2014 or as replaced
Group: Schools Region: North Metropolitan Education Region School: Merriwa Primary School	Effective Date of Document 8 June 2017

THIS POSITION

Title: Administration Assistant

Classification: Level 2

Position No: 00037780

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Principal
LEVEL: Administration Level 5
POSITION NUMBER: 00011075

TITLE: Manager Corporate Services
LEVEL: 4
POSITION NUMBER: 00024474

This position and the positions of:

Title: Various	Classification: Various	Position No: Various
--------------------------	-----------------------------------	--------------------------------

TITLE	CLASSIFICATION	POSITION NUMBER	EFFECTIVE DATE
Executive Assistant	Level 2	00037780	8 June 2017

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, care and equity are valued.

Merriwa Primary School is an Independent Public School which shares its site with Merriwa Education Support Centre. As a collaborative partnership we have a developed shared identity, a strong sense of being an inclusive community and shared citizenship of both schools.

The Memorandum of understanding, Merriwa PS MOU, between both schools reflects this in managerial, operational and financial matters. The Campus is accountable for fostering collaboration and maintaining at all times the focus of the partnership on the agreed expectations and outcomes.

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

TITLE	CLASSIFICATION	POSITION NUMBER	EFFECTIVE DATE
Executive Assistant	Level 2	00037780	8 June 2017

ROLE

The Administration Assistant

- provides high level clerical and administrative support to the Principal and Manager Corporate Services, including diary appointments, meetings, emails and other communications
- provides executive support to the School Board including preparing and distributing meeting agendas and minutes and following up on actions where required
- coordinates and provides editorial support for reports and correspondence in accordance with Departmental protocols and guidelines including maintaining the school website and school profile
- prepares, researches and extracts data for departmental, school and annual reports
- under the direction of the Principal, liaises with staff, visitors and members of the public on a range of school issues
- maintains an effective management and filing system for correspondence, corporate information and records relating to projects, initiatives, committees and other activities
- enters data accurately into spread sheets, prepares general correspondence, documents and reports as required
- administers the operation of school databases, records and information systems
- contributes to a harmonious and efficient workplace

OUTCOMES

- Clerical and administrative support is provided to the Principal and Manager Corporate Services in a timely and efficient manner.
- Diary appointments, meetings, interview schedules and telephone messages are recorded and managed.
- Spread sheets, documents and reports are maintained in accordance with Department protocols and guidelines.
- The school website and profile are managed, maintained and updated.
- Effective liaison is undertaken with staff, parents and members of the public.
- Correspondence is appropriately and efficiently prioritised, prepared, referred, completed within established timeframes and maintained on record management systems.
- Database management is completed within established timeframes
- Minutes are taken at key meetings as required.

TITLE Executive Assistant	CLASSIFICATION Level 2	POSITION NUMBER 00037780	EFFECTIVE DATE 8 June 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 sound written, verbal and interpersonal skills, including the ability to exercise confidentiality and liaise effectively with individuals at all levels
2. Demonstrated sound knowledge and experience in administrative and clerical functions
3. Demonstrated well developed computer skills, including experience in using a range of application software packages, particularly databases, spread sheets, word processing and web maintenance.
4. Demonstrated initiative and sound organisational skills, including the ability to prioritise and finalise task with minimal supervision and work part as a team.

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 8 June 2017
HPRM REF #D17/0244869