



## Vocational Education and Training (VET) Support Officer Morley Senior High School

<b>Position number</b>	00039865
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA General Agreement 2017</a> or as replaced
<b>Classification</b>	Level 2.
<b>Reports to</b>	Manager Corporate Service (Level 5)
<b>Direct reports</b>	Nil.

### Context

Morley Senior High School's vision is to celebrate diversity and cater for the needs of all students, with the goal of everyone achieving their personal best. We strive to foster a culture of continuous improvement and high expectations in a supportive, engaging and challenging learning environment.

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

### Key responsibilities

- Provide administrative support ensuring the efficient operation of the VET/Workplace Learning Office, including administering spreadsheets, databases, student records and effective management of other school information systems.
- Undertake ordering of office consumables, creating and preparing school materials for publication and undertaking routine analyses and reporting on results.
- Collate student documentation relevant to the VET Learning Area; for example, excursions and qualification enrolments.
- Assist the VET/Work Place Learning (WPL) Coordinator with placement of WPL students and access school information systems for the purpose of managing placements and recording of associated attendance data.
- Provide clerical support for special projects and across school teams as business needs arise and as directed.

## Selection criteria

1. Demonstrated sound interpersonal skills and the ability to work unsupervised and in a team environment.
2. Demonstrated sound ability in using computers and a range of application software packages, particularly databases, spreadsheets and word processing.
3. Demonstrated effective planning and organisational skills and experience in providing administrative support.
4. Demonstrated good verbal and written communication skills including application of customer service principles and practices.

## Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three 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 six months of appointment.

## Certification

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

## ENDORSED

Date            4 September 2019  
Reference    D19/0411220