



## Administration and Public Relations Officer

Carlisle Primary School

<b>Position number</b>	00037324
<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 Services (Level 4)
<b>Direct reports</b>	Nil

### Context

Information about Carlisle Primary School is available on [Schools Online](#).

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Assist the Manager Corporate Services with human resources functions such as:
  - the development and coordination of induction and performance management materials
  - create and maintain a schedule for induction and performance management
  - contribute to school occupational safety and health processes
  - coordinate leave and employ relief staff
  - process transactions in the Human Resource Management Information System (HRMIS).
- Operate and maintain school databases, records and information systems ensuring data integrity.
- Undertake student-related activities, including providing information, advice and collecting documentation for enrolment of new students.
- Assist with the administration of financial resources functions such as:
  - month-end procedures
  - invoice processing
  - BAS/FREDA returns
  - account and GST coding
  - reconciliations
  - banking
- Establish procedures for and undertake ordering office consumables.

- Research information to produce publications and promotional material for Carlisle Primary School, including the school's prospectus and newsletter.
- Coordinate events including school promotional events and incursion/excursions.
- Maintain and update the school's website and multimedia productions and ensures content is current, relevant and that associated links are active.
- Assist with the management of school facilities, assets and resources, 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.
- Establish effective working relationship and communication with internal and external stakeholders.

### **Selection criteria**

1. Demonstrated experience in providing effective administrative, financial and human resource support.
2. Demonstrated well developed verbal, written and interpersonal communication skills including the ability to work effectively within a team environment.
3. Demonstrated organisational skills with the ability to prioritise tasks to meet deadlines.
4. Demonstrated ability to maintain web and multimedia platforms and programs.
5. Demonstrated well developed keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing.

### **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            21 November 2019  
Reference    D19/0527904