

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

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> Education Department Ministerial Officers Salaries, Allowances and Conditions Award 1983; Department of Education (School Support Officers) CSA General Agreement 2017 or as replaced
<b>Group:</b> Schools	<b>Effective Date of Document</b> 7 March 2018
<b>Division:</b> Statewide Services	
<b>Directorate:</b> Student Support Services	
<b>School:</b> School of Special Educational Needs: Behaviour and Engagement	

<b>THIS POSITION</b>	
<b>Title:</b>	School Officer
<b>Classification:</b>	Level 2
<b>Position No:</b>	Generic
<b>Positions under direct responsibility:</b> Nil	

<b>REPORTING RELATIONSHIPS</b>		
<b>TITLE:</b>	Principal	
<b>LEVEL:</b>	School Administrator Level 6	
<b>POSITION NUMBER:</b>	00035754	
<b>TITLE:</b>	Manager Corporate Services	
<b>LEVEL:</b>	5	
<b>POSITION NUMBER:</b>	00035953	
<b>This position and the positions of:</b>		
<b>Title</b>	<b>Level</b>	<b>Position Number</b>
Various		

<b>TITLE</b>	<b>POSITION NO</b>	<b>CLASSIFICATION</b>	<b>EFFECTIVE DATE</b>
School Officer	Generic	Level 2	7 March 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>.

The Statewide Services Division is responsible for the central portfolios that deliver support services to students and schools across the State to improve educational outcomes for all students. This includes closely collaborating with regions to ensure there is a statewide integration of support to schools and students delivered through regional networks, providing policy advice, allocating resources, and monitoring programs and services to ensure high standards.

The School of Special Educational Needs: Behaviour and Engagement (SSEN:BE) provides educational support and services to schools for students with extreme, complex and challenging behaviours across a K-12 context. A continuum of consultative support to schools for students is delivered through 13 engagement centres and the Midland Learning Academy.

Services of the engagement centres and the Academy are coordinated through SSEN:BE which provides administrative structure that oversees and manages these services as a state-wide model of support for schools, teachers and students. Services complement other teams working in networks, regions and schools, supporting a greater number of students across the State. Administration of the school is based at the Statewide Services Centre, Padbury.

The Midland Learning Academy supports highly disengaged secondary students no longer participating in mainstream schooling and also works closely with Big Picture Education Australia to implement a highly personalised learning approach for all students.

<b>TITLE</b>	<b>POSITION NO</b>	<b>CLASSIFICATION</b>	<b>EFFECTIVE DATE</b>
School Officer	Generic	Level 2	7 March 2018

## **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, including the 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
- 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
- provides onsite support at an engagement centre and/or across the State.

## **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>	<b>POSITION NO</b>	<b>CLASSIFICATION</b>	<b>EFFECTIVE DATE</b>
School Officer	Generic	Level 2	7 March 2018

## **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;
- obtain or hold a current Working with Children Check; and
- hold a current driver's licence.

## **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 7 March 2018**  
**TRIM REF # D18/0082095**