

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

Public Sector Management Act 1994	Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced
Group: Schools	Effective Date of Document 29 August 2016
Directorate: North Metropolitan Education Region	
School: Kiara College	

THIS POSITION

Title: Administration Support Officer
Classification: Level 1
Position No: 00035334

REPORTING RELATIONSHIPS

TITLE: Principal
LEVEL: Administrator Level 6
POSITION NUMBER: 00003250

TITLE: Manager Corporate Services
LEVEL: Level 5
POSITION NUMBER: 00012832

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Administration Support Officer	Level 1	000353334	29 August 2016

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.

Further context about Kiara College 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.

TITLE Administration Support Officer	CLASSIFICATION Level 1	POSITION NO 000353334	EFFECTIVE DATE 29 August 2016
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ROLE

The Administration Support Officer:

- undertakes reception duties including greeting visitors, answering the telephone and responding to routine enquiries and requests for information
- provides general clerical and administrative support, including preparing correspondence, newsletters, notices and other materials and maintains filing systems
- distributes and collects documents, forms and mail
- collects and receipts moneys in accordance with Departmental procedures
- operates and maintains office equipment including monitoring and ordering office consumables
- inputs data and generates routine reports and other documents from school databases
- arranges catering for school functions
- assists with the maintenance of school facilities, assets and resources including reporting faults, organising repairs, assisting with stocktakes and updating the asset and resources registers
- supports student-related activities such as maintaining student attendance records, generating routine reports and correspondence related to absenteeism, assisting with student enrolment procedures
- provides administrative support to the Manager Corporate Services with recruitment processes and the induction and training of school support staff
- maintains staff records and contacts relief staff as directed
- contributes to a harmonious and efficient workplace
- provides administrative support for special projects and across college teams as business needs arise.

OUTCOMES

1. A quality customer service is provided in a professional manner to internal and external clients by attending to reception and answering telephones.
2. Effective administrative support is provided in an accurate and timely manner.
3. Information in school databases, records and other information systems is accurate and up-to-date.
4. Incoming and outgoing correspondence is recorded and appropriate filing systems are maintained.
5. Support is provided to the Manager Corporate Services to assist with the management of school facilities, assets and resources.
6. Support is provided to the Manager Corporate Services to assist with routine recruitment and induction processes for staff.
7. Effective working relationships are developed and maintained with internal and external stakeholders.

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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 general office administrative support with ability to use initiative, organise and prioritise tasks effectively.
2. Demonstrated sound computers skills and experience is using a range of application software packages, particularly databases, spreadsheets and word processing.
3. Demonstrated good verbal and written communication skills, including application of customer service principles and practices.
4. Demonstrated good interpersonal skills and ability to work in a team environment.

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 29 August 2016
TRIM REF # D16/0570560