

Administrative and Business Support Officer

Manjimup Senior High School

Position number	00034488
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 3
Reports to	Manager Corporate Services (Level 5)
Direct reports	Nil

Context

Information about Manjimup Senior High School is available on [Schools Online](#).

For further information about the Department, please visit: education.wa.edu.au.

Key responsibilities

- Assist the Principal and Manager Corporate Services in managing the financial, marketing, corporate sponsorship, physical and human resources aspects of the school's operations and assists in the administration of school support staff.
- Assist in the preparation and monitoring of the school budget.
- Support the Manager Corporate Services in undertaking financial planning, monitoring, research, returns, reporting and analysis to meet established objectives and outcomes relative to business needs and plans.
- Provide administrative support to the Manager Corporate Services in establishing and maintaining performance management processes for support staff.
- Participate in recruitment and selection processes of support staff.
- Provide effective training to support staff in all administrative procedures and business management software.
- Assist the Manager Corporate Services in maintenance and replacement of the physical assets.
- Maintain and update the school's website and ensure published content is current, relevant and that associated links are active.
- Maintain current knowledge of trends related to web design and technologies and other online mediums.
- Assist with the development and maintenance of effective networks with stakeholders in order to advance the interests of the school.
- Support the preparation of funding submissions and assist in the evaluation of tenders and contracts.

- Develop and maintain relevant business and other information management systems.
- Prepare segments of the school's Annual Report and assist in the overall production of the document.

Selection criteria

1. Demonstrated sound ability to provide effective support and input into the development, implementation and monitoring of business operations, systems and business plans.
2. Demonstrated sound financial and human resource management skills, including detailed data analysis and reporting, and the ability to interpret and provide recommendations.
3. Demonstrated sound oral, written and interpersonal skills, including the ability to work within a team environment and develop and maintain effective working relationships with internal and external stakeholders.
4. Demonstrated sound conceptual, analytical and problem solving skills and ability to prioritise and complete tasks with given timelines.
5. Demonstrated sound keyboarding and computer skills in a range of application software packages, particularly databases, word processing publishing, web and multimedia platforms and programs.

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 22 July 2020
Reference D20/0354454