



Vocational Education and Training (VET) Support Officer

Tom Price Senior High School

Position number	00040656
Agreement	Department of Education (School Support Officers) CSA Agreement 2019 or as replaced
Classification	Level 2
Reports to	Manager Corporate Service (Level 4)
Direct reports	Nil

Context

Tom Price Senior High School caters for Years 7 – 12, servicing the towns of Tom Price and Paraburdoo and the Aboriginal Communities of Wakuthuni and Bellary. Tom Price Senior High School is located near the picturesque surrounds of the Karijini National Park 1600km from Perth. We live the values of Personal Best, Integrity and Respect and work to nurture a learning environment that prepares our students to achieve their goals, both academic and non-academic. Our school's vision is to inspire students to embrace their diversity and be passionate about learning in order to achieve their personal best.

Further context about Tom Price Senior High School is available on [Schools Online](#)

Visit education.wa.edu.au to find out more information about the Department of Education.

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 24 August 2020
Reference D20/0437697