

RAMS Generated (top of page):

Agency Name	Department of Education
Division	Independent Public School - Pilbara Education Region
Branch	Karratha Primary School
Position Title	Manager Corporate Services
Position Number	00009051
Classification & Award	Level 4, \$75,305 - \$79,358 per annum (DOE (SSO) CA 2019)

School Logo (URL)

https://www.det.wa.edu.au/schoolsonline/display_image?schoolID=5535&type=SCH_LO

[GO](#)

Manually Generated (body of advertisement):



Advertised Vacancy Number: IPS/SS671782

This is a twelve (12) month fixed term, full-time position commencing Term 2, 2021 with possible twelve (12) month extension and/or permanency

Karratha Primary School (PS) is seeking an organised and enthusiastic Manager of Corporate Services to join our leadership team.

As the Manager of Corporate Services, you will ideally possess excellent interpersonal and communication skills when working with the leadership team, staff, parents and the wider community. You will use sound financial management skills and strategic administration including responsibility for ensuring all audit requirements are followed. You will provide consistency for financial planning and budgeting within the school and possess an excellent knowledge of Department Policies and Guidelines. Applicants who are focused team players, flexible, resourceful and well organised, with an ability to build and maintain positive professional relationships will be highly regarded. The Manager of Corporate Services is responsible for the development, implementation and management of the delivery of corporate services for the school community including Public Relations, Human Resource Management and Buildings and Assets Management. Other duties include, ensuring all audit requirements are followed, and provide consistency for financial planning and budgeting in the school.

Karratha PS is an Independent Public School proud of its tradition of meeting the educational needs of Karratha students for over four decades. It was the first school to be built in Karratha, providing the newly established town with primary education facilities for the increasing number of families moving into the area. The school was built in partnership with Hamersley Iron Pty Ltd and the Education Department in 1970; with the first students enrolling in 1971. The school moved into newly built premises in 2011.

Karratha PS is an inclusive school with specialist Education Support facilities providing educational services for all our students from Kindergarten through to Year 6. Our comprehensive learning programs are developed to ensure all students have an ongoing opportunity to develop the skills, knowledge and confidence to achieve their academic potential. Our Positive Behaviour Support approach and the Kidsmatter framework enable us to consider the needs of our students in the priority areas of behaviour, and health and wellbeing. We have specialist teachers for Physical Education, The Arts and Learning Support. Student Services include a School Nurse, School Psychologist, Chaplain, Dental Therapy Unit and School Canteen. Additional agency support is accessed for students with additional needs. The Principal, two Deputy Principals and a Registrar administer a school team of approximately 50 staff. The School Board and P&C Committee are actively involved in the school.

This selection process will initially be used to fill the above vacancy. Applicants assessed as suitable during this selection process may be considered for other similar vacancies that occur

throughout our school for up to 12 months following this initial appointment. This includes circumstances where this position becomes subsequently vacant should the successful applicant decline or vacate the advertised position.

To be suitable for this role, you will need to demonstrate the following work related requirements (selection criteria):

- Leadership skills in the delivery of business outcomes and sound customer service principles and practices.
- Well developed oral, written and interpersonal communication skills and the ability to use effective negotiation skills.
- Sound financial management skills, including budget preparation and the ability to interpret and apply financial and accounting practices and procedures.
- Sound human resource management skills, including the ability to develop and/or apply human resource management practices and systems.
- Ability to provide input into the development, implementation and monitoring of business and marketing plans.
- Sound conceptual, analytical and problem solving skills.

Applications will be assessed against these work related (selection criteria) of the position. The business needs of the school may also be considered. It is therefore recommended that you consider all information contained in the advertisement and any other related information before applying for the vacancy.

The Department is an equal opportunity employer and encourages people with disability, Aboriginal and Torres Strait Islander people and persons from culturally diverse backgrounds to apply.

Further information about Karratha Primary School can be found by visiting [Schools Online](#).

Additional information about Independent Public Schools is also available [here](#)

For further job related information:

You are encouraged to contact Kathryn Lyon, Principal, for further information about this employment opportunity, including information about living and working in Karratha, by telephoning (08) 9187 6300 or emailing Kathryn.Lyon@education.wa.edu.au.

Application Instructions

All applications are submitted online. Select "Apply for Job", at either the top or bottom of this screen and follow the instructions on your screen.

Your application should include: **[red highlighted areas are optional]**

- A **[number of pages]** page statement addressing the Work Related Requirements (selection criteria), in context of the role and business needs of the school
- A CV of up to **[number of pages]** pages outlining your employment history and professional learning summary relevant to this position
- The contact details for **two (2)** work related referees (one being your current line manager)

It is recommended you have these documents completed and ready to attach before selecting "Apply for Job".

You are asked to complete an online application form and attach your documentation, please allow enough time to complete this process as applications cannot be accepted after the closing date and time.

After you have submitted your application online, you will receive an email confirming lodgement. If you do not receive a confirmation email, please telephone (08) 9264 4127.

If you are having difficulty submitting your online application, please telephone (08) 9264 8666 for assistance.

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.
- provide evidence of eligibility to work in Australia for the term of the vacancy

The Department applies a four (4) day breach period to this selection process.

Applications must be submitted before 4.30pm (WST) on Day, DD MMMM YYYY

APPLICATIONS MUST BE SUBMITTED ONLINE

***PROFORMA, FAXED, HAND DELIVERED, POSTED, EMAILED AND LATE APPLICATIONS
ARE NOT ACCEPTED.***