

Administration Support Officer - Facilities Comet Bay College

Position number	00033797
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 2
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

Comet Bay College is a modern state of the art educational facility catering for students in Year 7 to Year 12 and is located one kilometre from the coast in the vibrant community of Secret Harbour. Due to our popularity and rapid expansion of residential development around the college, the College is a local intake school.

Comet Bay's motto is 'Seek Excellence' and this underpins everything we do. Students are encouraged to perform to their highest standard and are given the opportunity to excel in a number of high quality programs.

Comet Bay College has been a Department of Education and Training endorsed Gifted and Talented Academic Program school since 2007, providing a tailored, highly stimulating and challenging program to all selected students. The college also offers students extension through Drama, Dance, Music and Art as well as having a fully accredited Specialist Australian Rules Football Program with direct links to the Fremantle Dockers and Peel Thunder.

Further information about Comet Bay College is available on [Schools Online](#).

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

Key responsibilities

- Provide general administrative support to the Manager Corporate Services and Principal in the daily operations of the school.
- Assist the Manager Corporate Services in monitoring the cleaning and gardening services and ensuring facilities, buildings and equipment are maintained.
- Ensure school records and management information systems are accurate, up-to-date and routinely maintained.
- Organise and negotiate repairs.
- Obtain quotes and coordinate minor works and facilities maintenance under guidance.
- Assist with the administration of out-of-hours use of school facilities.

- Develop and maintain effective working relationships and community networks.
- Provide support for special projects and/or across school business areas as required.

Selection criteria

1. Demonstrated experience in general clerical and administrative duties.
2. Demonstrated organisational skills with the ability to use initiative and work independently and as part of a team.
3. Demonstrated experience in monitoring and maintaining facilities, equipment and buildings.
4. Demonstrated written, verbal and interpersonal communication skills with the ability to liaise with individuals at all levels.

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 March 2021
Reference D21/0093784