



Administrative Support Coordinator

Cyril Jackson Senior Campus

Position number	00036056
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 Cyril Jackson Senior Campus is available on [Schools Online](#).

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

Key responsibilities

- Assist in coordinating diverse school operations and functions and provides general administrative assistance to the school's administration team.
- Develop, implement and review administrative roles, practices and systems.
- Provide support to the school leadership team in maintaining relevant business and information systems including the modification of reports to achieve agreed operational outcomes.
- Undertake student administrative activities including assisting with subject selection, data entry and preparation of academic reports.
- Consult with the administrative team to coordinate staff timetabling, duty rosters and relief staff and maintain the school's electronic calendar.
- Liaise with a range of internal and external stakeholders across a wide range of student data.
- Provide training to staff in general administrative processes and procedures.

Selection criteria

1. Demonstrated ability to provide effective support and input into the development, implementation, maintenance and monitoring of business operations and administrative activities.
2. Demonstrated well developed verbal, written and interpersonal communication skills with the ability to build and maintain effective working relationships and liaise with individuals at all levels.

3. Demonstrated well developed organisational skills, including the ability to work with minimum supervision, identify priorities and meet deadlines.
4. Demonstrated well developed computer skills including the ability to create, operate, extract reports and manipulate databases, spreadsheets and systems.

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 31 May 2021
Reference D21/0249150