

Administrative Support Coordinator

Shenton College

Position number	00041290
Agreement	Department of Education (School Support Officers) CSA General Agreement 2019 , or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

Information about Shenton College is available on [Schools Online](#).

Visit education.wa.edu.au for information about the Department of Education.

Key responsibilities

- Assist in coordinating diverse daily operations and providing general administrative assistance to the school's administrative team.
- Undertake student administrative activities including assisting with subject selection and data entry and preparation of academic reports.
- Consult with the school administrative team to establish and maintain the electronic school calendar.
- Liaise with the school administrative team for the preparation and coordination of all school timetabling and staff duty rosters.
- Liaise with a wide range of internal and external stakeholders across a wide range of student data.
- Provide support to the school administrative team in maintaining relevant business and information systems including the creation and modification of reports to achieve agreed operational outcomes.
- Establish and maintain effective working relationships and community networks.

Selection criteria

1. Demonstrated ability to provide effective support and input into the development, implementation and monitoring of business operations and administrative activities.
2. Demonstrated initiative and good organisational skills, including the ability to work with minimum supervision to meet deadlines.
3. Demonstrated well developed computer skills including a working knowledge of word processing, databases and spreadsheets.
4. Demonstrated data management skills, including data analysis and reporting.
5. Demonstrated well developed written and verbal communication and interpersonal 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 19 March 2021
Reference D21/0158239