



Administrative Assistant

School of Special Educational Needs: Sensory

Position number	00036813
Agreement	Department of Education (School Support Officers) CSA General Agreement 2017 (or as replaced)
Classification	Level 2
Reports to	Principal (Administrator Level 6)
Direct reports	Various

Context

The School of Special Educational Needs: Sensory provides educational support for children with vision impairment and/or hearing loss. The services to support the children and their families are available following the child's diagnosis, which means that for some children the support is available from a very young age. Schools that enrol students with vision impairment and/or hearing loss are supported to provide fully accessible learning environments, curriculum, and school communities.

The school operates the Early Childhood Service at Southwell Primary School and the Statewide Services Centre. This service also supports families with children aged between 0 and 4 years in their local schools and in the home. Students are also supported, state-wide, by the Vision Education Service and the Deaf Education Visiting Teacher Service.

The School works with a number of other key agencies that deliver services for children and families. Whenever possible the services collaborate and are coordinated to help families and children access a wide range of highly effective services.

Further context about the School of Special Educational Needs: Sensory is available on the [Department's website](#) [Schools Online](#).

Key responsibilities

- provides administrative and executive support to the sensory leadership and program teams
- processes audio reports from external providers, including entering information into databases, filing reports into student files and distributing information to teaching staff
- manages incoming telephone calls, visitor and parent enquiries, meetings, emails and other communications
- coordinates appointments for audiologists, psychologists, interpreters and student services staff
- acts as a liaison person for all referrals which come from external providers and ensures referrals are managed in a timely and sensitive manner
- assesses the referral information to ensure that adequate information is provided
- manages confidential and sensitive enquiries from parents, carers, medical professionals and external stakeholders
- assists with travel arrangements, including preparing travel documents and booking flights and accommodation
- assists in maintaining travel information, including recording motor vehicle and travel allowance information and reconciling travel invoices
- assists with the preparation of the budget, payment of accounts, credit card reconciliation, monitoring expenditure and preparing reports as required
- prepares correspondence and school materials for publication
- administers the operation of school databases, records and management information systems, including extraction of data and preparing basic reports
- prepares and distributes meeting agendas and minutes and undertakes follow up actions when required.

Selection criteria

1. Demonstrated experience in general administrative duties.
2. Demonstrated experience in purchasing, processing accounts for payment and monitoring expenditure for a work unit.
3. Demonstrated sound written, verbal and interpersonal communication skills, including the ability to liaise effectively with a wide range of individuals at all levels in a variety of contexts.
4. Demonstrated well developed keyboarding and computer skills including a working knowledge of databases, spreadsheets, word processing and experience using an electronic records management system.
5. Demonstrated initiative and sound organisational skills, including the ability to work independently or as part of a team.

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 20 February 2019
Reference D19/0068955