



Administrative Assistant - Participation

Woodlupine Primary School

Position number	00029895
Agreement	Public Sector CSA Agreement 2019 or as replaced
Classification	Level 2
Reports to	Engagement and Transitions Manager (Level 7)
Direct reports	Nil

Context

Across the state, Regional Education Offices are responsible for supporting schools in the metropolitan and rural areas by promoting system initiatives, providing support and quality assurance and ensuring consistency in the implementation of policies and procedures to enhance the outcomes of schooling. Regional offices are also required to ensure that each school within their area of responsibility complies with the relevant legislation and policies.

Schools deliver education, development and learning to their student cohort and ensure all students are provided with the opportunity to achieve positive educational outcomes which make full use of their individual capabilities.

Participation Coordinators are a regional support to provide an outreach, case brokerage service to young people who are disengaged or at risk of disengaging. Participation Coordinators work closely with Schools, TAFE and Private Training providers as well as support services, various government and non-government agencies and employers, to broker placements and appropriate pathway options for compulsory school aged students.

Daily travel by car is large part of the Participation Coordinator role to facilitate in person contact through visits to student's homes, support services, providers, training providers and employers to provide direct support and optimise success of arrangements.

Information about Participations Teams is available at our [Participation](#) website.

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

Key responsibilities

- Provide administrative assistance to the Engagement and Transitions Manager including the preparation and delivery of correspondence.

- Administer the operation of databases, records and management information systems relating to Participation matters.
- Process incoming and outgoing enquiries and correspondence, action routine and less complex matters by drafting responses and preparing basic reports.
- Establish effective working relationships with internal and external stakeholders.
- Manage the assets register and ensure adequate office supplies are available.
- Undertake payment of accounts, credit card reconciliation and preparation of reports, as required.
- Perform specific duties and basic research on Participation-related matters.

Selection criteria

1. Demonstrated sound knowledge and experience in providing effective administrative and clerical services.
2. Demonstrated experience in the use of computers and computer-based software programs.
3. Demonstrated effective organisational skills with the ability to use initiative and work independently and in a team environment.
4. Demonstrated good communication and interpersonal skills with the ability to liaise effectively with a wide range of individuals at all levels.
5. Demonstrated sound knowledge of Common Use Arrangements and experience in purchasing and processing accounts for payment.

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 13 September 2021
Reference D21/0469927