

# **Job Description Form**

## **School Officer**

## Schools

**Position number** Generic

Agreement Department of Education (School Support Officers) CSA Agreement

2019 or as replaced

Classification Level 1

**Reports to** Manager Corporate Services

Direct reports Nil

#### Context

Information about the particular school or college in which the vacancy is being advertised is available on <a href="Schools Online">Schools Online</a>.

For further information about the Department of Education, please visit: <a href="education.wa.edu.au">education.wa.edu.au</a>.

## **Key responsibilities**

- Undertake reception duties, including greeting visitors, answering the telephone and responding to routine enquiries and requests for information, in an efficient and friendly manner.
- Provide effective and accurate general clerical and administrative support, including preparing correspondence, newsletters, notices and other materials, in a timely manner.
- Distribute and collect documents, forms and mail.
- Collect and receipt monies in accordance with Departmental procedures.
- Operate and maintain office equipment, including monitoring and ordering office consumables.
- Input data and generate routine reports and other documents from school databases.
- Arrange catering for school functions.
- Make travel arrangements for school staff.
- Assist with the maintenance of school facilities, assets and resources, including reporting faults, organising repairs, assisting with stock takes and updating the asset and resources registers.
- Support student-related activities such as maintaining student attendance records, generating routine reports and correspondence related to absenteeism, assisting with student enrolment procedures and handling information relating to school bus timetables.



- Assist the Manager Corporate Services with the induction and training of school support staff and recruitment processes.
- Maintain staff records and contacts relief staff as directed.

#### Selection criteria

- 1. Demonstrated experience in providing general office administrative support with ability to organise and prioritise tasks effectively.
- 2. Demonstrated ability to use computers and a range of application software packages, particularly databases, spreadsheets and word processing.
- 3. Demonstrated good verbal and written communication skills, including application of customer service principles and practices.
- 4. Demonstrated good interpersonal skills and ability to work in a team environment.

## **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 25 January 2021 Reference D21/0033553

