

Administrative Support Coordinator

Applecross Senior High School

Position number	00038710
Agreement	Department of Education (School Support Officers) CSA Agreement 2019 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

Information about Applecross Senior High School 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 the daily operations, including providing administrative assistance to the school's executive team.
- Provide training to support staff in administrative procedures and business management software.
- Undertake administrative functions associated with student activities, including assisting with subject selection and data entry and preparation of academic reports.
- Consult with the school executive 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.

Selection criteria

1. Demonstrated sound ability to provide effective support and input into the development, implementation and monitoring of business operations and administrative activities.
2. Demonstrated sound initiative and highly developed organisational skills, including attention to detail and the ability to work with minimum supervision to meet deadlines.
3. Demonstrated sound data management skills, including data analysis and reporting.

4. Demonstrated sound ability in the use of a range of application software packages, particularly databases, spreadsheets and word processing.
5. Demonstrated well developed written and verbal communication and interpersonal skills with the ability to build and maintain effective working relationships and 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 21 March 2022
Reference D21/0744046