



Manager Corporate Services Schools

Position number	Generic
Agreement	Department of Education (School Support Officers) CSA Agreement 2019 or as replaced
Classification	Level 4
Reports to	Principal
Direct reports	Various

Context

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#).

For further information about the Department of Education, please visit:

education.wa.edu.au. **Key responsibilities**

- Manage the school's financial, physical and human resources and supervise all school support staff.
- Administer and report on the financial integrity of the school's business operations, and provide input into financial planning and budgeting as well as the administration and reporting of the diverse funding entities for which the school is responsible.
- In collaboration with the Principal and/or the Executive Management Team, provide operational input to the development of school Business and Marketing Plans and monitor the school's financial performance against the plans.
- Contribute to the school meeting corporate financial objectives and Regional and Corporate reporting requirements.
- Develop, implement and monitor asset management and maintenance strategies for school facilities, equipment and buildings.
- Participate in school-based and Regional committees and working groups to ensure alignment with the school's business targets and objectives.
- Develop and manage financial, administrative and information processes, ensuring compliance with relevant legislation and Departmental policies and guidelines.

- Undertake research and project work in relation to business trends and issues which may impact on the financial, physical or human resource aspects of the school's operations.



- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

Selection criteria

1. Demonstrated leadership skills in the delivery of business outcomes and sound customer service principles and practices.
2. Demonstrated well developed oral, written and interpersonal communication skills and the ability to use effective negotiation skills.
3. Demonstrated sound financial management skills, including budget preparation and the ability to interpret and apply financial and accounting practices and procedures.
4. Demonstrated sound human resource management skills, including the ability to develop and/or apply human resource management practices and systems.
5. Demonstrated ability to provide input into the development, implementation and monitoring of business and marketing plans.
6. Demonstrated sound conceptual, analytical and problem solving skills.

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
D21/0034373

