

## Administrative Assistant

School of Special Educational Needs: Behaviour and Engagement

<b>Position number</b>	00037644
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA Agreement 2019</a> or as replaced
<b>Classification</b>	Level 2
<b>Reports to</b>	Manager Corporate Services (Level 5)
<b>Direct reports</b>	Nil

### Context

The School of Special Educational Needs: Behaviour and Engagement consists of a small and specialised learning academy located in Midland and 13 Engagement Centres located at various sites across the State. Administration of the School is based at the Statewide Services Centre, Padbury.

The learning academy has been specifically designed to meet the learning needs of highly disengaged secondary students no longer participating in mainstream schooling and unlikely to meaningfully re-engage with this type of schooling in the foreseeable future. Establishment of the academy is a pilot to determine if this type of school should be considered in other locations in the State.

The Engagement Centres deliver services with schools for students from Kindergarten to Year 12. They provide an expanded range of services to a greater number of schools and students.

Further context about the School of Special Educational Needs: Behaviour and Engagement is available on [Schools Online](#).

For further information about the Department, please visit: [education.wa.edu.au](http://education.wa.edu.au).

### Key responsibilities

- Provide administrative support to the work unit, including basic research, in a timely and efficient manner.
- Prepare, process and deliver incoming and outgoing correspondence, actions routine matters by drafting responses and preparing basic reports.

- Maintain an effective correspondence filing system for corporate information and records relating to projects, initiatives, committees and other activities.
- Prepare and distribute meeting agendas and minutes and undertake follow up actions when required.
- Manage incoming telephone calls, visitor enquiries, diary appointments, meetings, interview schedules, emails and other communications.
- Effective liaison is undertaken with senior officers and other officers of the Department and other agencies.
- Assist with travel arrangements, including preparing travel documents and booking flights and accommodation.
- Assist with the preparation of the budget, payment of accounts, credit card reconciliation, monitoring expenditure and preparing reports as required.

### **Selection criteria**

1. Demonstrated experience in clerical and 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 with the ability to liaise effectively with individuals at all levels.
4. Demonstrated well developed keyboarding and computer skills including a working knowledge of databases, spreadsheets, word processing and using an electronic records management system.
5. Demonstrated sound organisational skills, including the ability to use initiative and 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            10 July 2020  
Reference    D19/0565477