



## Vocational Education and Training (VET) Support Officer Rossmoyne Senior High School

<b>Position number</b>	00035457
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA Agreement 2021</a> or as replaced
<b>Classification</b>	Level 2
<b>Reports to</b>	Program Coordinator Pathways (School Administrator Level 3)
<b>Direct reports</b>	Nil

### Context

Information about Rossmoyne Senior High School is available on [Schools Online](#).

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

### Key responsibilities

- Provide administrative support ensuring the efficient operation of Rossmoyne Senior High School, including administering spreadsheets, databases, student records and the effective management of other school information systems.
- Undertake ordering of office consumables.
- Create and prepare school materials for publication.
- Undertake routine analysis and reporting on results.
- Undertake student-related activities such as providing limited career information and advice to students and parents/caregivers, and collating student documentation relevant to the VET Learning Area; for example, excursions and qualification enrolments.
- Assist the Program Coordinator Pathways and the Workplace Learning Support Officer with the placement of Workplace Learning students, including accessing school information systems for the purpose of managing placements and recording and analysis of associated attendance data.
- Establish and maintain effective working relationships with internal and external stakeholders.

## Selection criteria

1. Demonstrated good verbal and written communication skills, including application of customer service principles and practices.
2. Demonstrated interpersonal skills and the ability to work unsupervised and in a team environment.
3. Demonstrated ability in using computers and a range of application software packages, particularly databases, spreadsheets and word processing.
4. Demonstrated effective planning and organisational skills and experience in providing administrative support.

## 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 17 June 2022  
Reference D22/0439969