



Manager Corporate Services Schools

Position number	Generic
Agreement	Department of Education (School Support Officers) CSA Agreement 2019 or as replaced
Classification	Level 3
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

- Responsible to the Principal for the financial, physical and human resource aspects of the school's business operations and the supervision of all school support staff.
- Monitor and report on the financial integrity of the school's operations, provide operational input to financial planning and budgeting, including the diverse funding entities for which the school is responsible.
- Provide operational input to the development of the financial aspects of the school business and marketing plans and monitor the school's performance against the plans.
- Participate in school-based and Regional committees and working groups to ensure alignment with the school's business targets and objectives.
- Administer financial, administrative and information systems to ensure compliance with relevant legislation and Departmental policies and guidelines.
- Undertake minor research and project work in relation to business trends and issues which may impact the operation of the financial, physical or human resource aspects of the school's operational business.
- 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.
- Provide effective human resource management of the school support staff to support achievement of agreed operational outcomes.
- Implement and monitor effective asset management and maintenance strategies for school facilities, equipment and buildings.
- Provide operational input to the development of school business and marketing plans.
- Operational input is provided to school-based and Regional committees and working groups to ensure alignment with the school's financial targets and objectives.
- Develop and maintain effective working relationships with internal and external stakeholders.

Selection criteria

1. Demonstrated oral, written and interpersonal communication skills, including the application of customer service principles and practices.
2. Demonstrated financial management skills, including input into budget preparation and the ability to apply financial and accounting practices and procedures.
3. Demonstrated human resource management skills, including the ability to develop and/or apply human resource management practices and systems.
4. Demonstrated ability to implement and monitor business and/or marketing plans.
5. Demonstrated 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 4 March 2021
Reference D21/0103218