



## School Officer

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA General Agreement 2017</a> (or as replaced)
<b>Classification</b>	Level 2
<b>Reports to</b>	Manager Corporate Services (Level - Various)
<b>Direct reports</b>	Nil

### Context

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

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- provides assistance to the Manager Corporate Services with administering the financial resources of the school including undertaking account and GST coding, reconciliations, invoice processing and BAS/FREDA returns
- assists with month-end procedures, including transporting receipts to the bank and ensuring data integrity
- collates figures for financial planning and budgeting
- assists with the management of school assets, including assistance with the administration of out-of-hours use of school facilities, coordinating and negotiating maintenance and repairs and maintaining key registers and security system codes
- assists with the induction and support of administrative school support staff development of induction programs and materials for school support staff, and the coordination of relief staff
- provides advice to staff on travel, subsidies and allowances
- administers the operation of school databases, records and management information systems including timetabling
- establishes ordering procedures for office consumables
- creates and prepares school materials for publication and undertakes routine analyses and reports on results
- undertakes student-related activities, including providing information, advice and collecting documentation for enrolment of new students
- supervises work experience students and assists the Vocational Education and Training Coordinator with the placement and monitoring of students

- establishes practices and procedures to ensure confidentiality and security of sensitive material
- develops and maintains effective working relationships with internal and external stakeholders.

### **Selection criteria**

1. Demonstrated experience in providing effective administrative support with the ability to organise and prioritise tasks effectively.
2. Demonstrated experience in financial processes and procedures, including the handling of debtors, creditors, reconciliations, and /or preparing financial returns.
3. Demonstrated ability in using computers and a range of application software packages, particularly databases, spreadsheets and word processing.
4. Demonstrated good verbal and written communication skills and experience in the application of customer service principles and practices.
5. Demonstrated good interpersonal skills and ability to work unsupervised and in a team environment.

### **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            28 March 2019  
Reference    D19/0125067