

Vocational Education and Training (VET) and Workplace Learning (WPL) Support Officer Schools

Position number	Generic
Agreement	Department of Education (School Support Officers) CSA General Agreement 2021 or as replaced
Classification	Level 2
Reports to	May vary depending on school context
Direct reports	Nil

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

- Provide administrative support to ensure the efficient operation of the WPL/VET Office, including administering and maintaining spreadsheets, databases, student records and other school information systems.
- Undertake ordering of office consumables.
- Create and prepare school materials for publication.
- Undertake routine analysis and report on results.
- Undertake student related activities such as providing limited career information and advice.
- Collate student documentation relevant to the area, for example, excursions and qualification enrolments.
- Assist with the placement of WPL students and access school information systems for the purpose of managing placements and recording of associated attendance.
- Ensure confidentiality and security of sensitive material is maintained at all times.

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 1 July 2022
Reference D22/0511306