



## Administrative Support Coordinator

Challis Community Primary School

<b>Position number</b>	00042328
<b>Agreement</b>	Department of Education (School Support Officers) CSA Agreement 2021 or as replaced
<b>Classification</b>	Level 3
<b>Reports to</b>	Manager Corporate Services (Level 5)
<b>Direct reports</b>	School Officers (Level 1) Gardener

### Context

Information about Challis Community Primary 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

- Assist the Manager Corporate Services in the administrative, financial, marketing, corporate sponsorship and physical resource aspects of the school's operations.
- Assist in the preparation and monitoring of the school budget and develop and maintain business and information management systems.
- Support the Manager Corporate Services in undertaking financial planning, monitoring, research, reporting and analysis to meet established objectives and outcomes relative to business needs and plans.
- Supervise administrative support staff, including scheduling and allocating tasks.
- Coordinate daily operations relating to the management and maintenance of school grounds and amenities and liaise with contractors and tradespersons, where required.
- Undertake research and make recommendations regarding the acquisition of assets relating to the school grounds, buildings and amenities.
- Contribute to the school's Annual Report and assist in the production of the document.
- Provide effective training to support staff in administrative procedures and business management software.
- Assist in the maintenance and replacement of the school's physical assets.
- Provide operational support in the development, implementation and management of marketing strategies and plans including obtaining quotes, making bookings and acquittal of budgets for school programs and events.
- Assist with the development and maintenance of effective networks with stakeholders to promote the school.

- In collaboration with the Manager Corporate Services, undertake proactive investigation and identification of funding support from local, state, and national sponsorship opportunities.
- Support the preparation of funding submissions and assist in the evaluation of tenders and contracts.

### **Selection criteria**

1. Demonstrated considerable experience providing input and effective support to the development, management, implementation and monitoring of business operations, systems and plans.
2. Demonstrated well developed financial management skills, including data analysis, interpretation and reporting, and the ability to provide recommendations.
3. Demonstrated sound ability to provide effective support and input into the development, implementation and monitoring of school buildings, grounds and facilities and the ability to investigate funding opportunities.
4. Demonstrated sound verbal, written and interpersonal communication skills, including the ability to work effectively as part of a team.
5. Demonstrated sound conceptual, analytical and problem solving skills and the ability to identify appropriate solutions.

### **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 3 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 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

### **Certification**

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

### **ENDORSED**

Date            16 December 2022  
Reference    D23/0012167