

Administration Support Coordinator

Shenton College

Position number	00043253
Agreement	Department of Education (School Support Officers) CSA Agreement 2021 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

Information about Shenton College is available on [Schools Online](#).

Visit education.wa.edu.au for more information about the Department of Education.

Key responsibilities

- Provide administrative support for the functions associated with the college's gifted and talented and high-performance learning programs including operation of databases and management information systems, and the provision of information to staff, students and families.
- Provide administrative support to the college executive and teaching staff, involving student and teacher timetables, grids, class structures and adjustments.
- Administer and maintain data integrity of a range of curriculum related databases.
- Extract and generate reports on the college's specialist programs.
- Process data transfers to internal and external stakeholders.
- Coordinate testing rosters, venues and supervisors for specialist programs and collate and distribute testing material.
- Extract and collate data for general and course specific individual reporting and college planning objectives.
- Collate and prepare draft responses to legal matters such as ministerial requests, court subpoenas and Freedom of Information requests.
- Contribute to the planning, development, promotion, implementation and evaluation of school health and wellbeing programs and frameworks.
- Undertake analysis of data and trends related to injuries, incidents and hazards to inform assist college management when developing plans to reduce the risk of injury and harm.
- Develop and implement processes to ensure records are complete and maintained for all injuries, illnesses incidents and accidents.

Selection criteria

1. Demonstrated ability to provide effective administrative support and input into the development, implementation and monitoring of business systems.
2. Demonstrated well developed project management skills with the ability to develop, implement and evaluate health and wellbeing programs.
3. Demonstrated sound research, conceptual and analytical skills with the ability to provide innovative thinking in problem solving.
4. Demonstrated well developed interpersonal and communication skills with the ability to work collaboratively with staff at all levels and in emergency situations.
5. Demonstrated well developed computer application skills, including a working knowledge of word processing and development and maintenance of databases and spreadsheets.

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 24 January 203
Reference D23/0046619