



Purchasing Officer

Churchlands Senior High School

Position number	00030558
Agreement	Department of Education (School Support Officers) CSA General Agreement 2019 or as replaced.
Classification	Level 2
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

Churchlands Senior High School is an Independent Public School that enjoys an outstanding reputation for its academic, sporting and cultural achievements. The Gifted and Talented music program is regarded internationally as one of excellence and has outstanding facilities to support over 300 music students. The school also enjoys a reputation of excellence in sports, regularly holding both A Grade Swimming and Athletics championships.

The school aims to develop a school community which encourages personal, social and environmental responsibilities.

The school is committed to providing a caring and supportive environment that challenges students to achieve personal excellence in all endeavours and to be active citizens of the local and global community.

The school has developed policies, procedures and programs that support its vision for the future. Of particular note is the Churchlands Art of Teaching program which involves reflective practice to improve teaching and learning.

Staff at Churchlands Senior High School maintain significant programs, including community service programs such as the 24 hour walk, after-school sports, after-school study classes and a large number of international study, sporting and cultural tours.

For further information about Churchlands SHS visit <http://www.churchlands.wa.edu.au/>.

For further information about the Department of Education, please visit: education.wa.edu.au.

Key responsibilities

- Conduct purchasing in line with Department policies and procedures.
- Research and source goods and services and maintain contractual obligations.
- Administer financial processes, including monitoring corporate credit card expenditure, account coding, reconciliations and GST coding.
- Provide Cost Centre Managers with periodical financial reports.
- Administer the operation of school databases, records and management information systems.
- Provide administrative assistance across school teams as business needs arise.

Selection criteria

1. Demonstrated sound verbal, written and interpersonal communication skills, including the ability to negotiate and liaise effectively with individuals at all levels.
2. Demonstrated sound knowledge and understanding of financial processes and procedures.
3. Demonstrated sound planning and organisational skills, with the ability to work independently and within a team.
4. Demonstrated sound ability to use a range of computer applications including databases, spreadsheets and word processing.

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 23 June 2021
Reference D21/0248195