



## Executive Support Officer

Narrogin Senior High School

<b>Position number</b>	00042809
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA Agreement 2021</a> or as replaced
<b>Classification</b>	Level 3
<b>Reports to</b>	Principal (School Administrator Level 6)
<b>Direct reports</b>	Nil

### Context

Information about Narrogin Senior High School is available on [Schools Online](#).

Further information about the Department of Education is available at [education.wa.edu.au](http://education.wa.edu.au).

### Key responsibilities

#### Executive Support

- Support the coordination of the daily operations of the School Executive, providing an administrative function to the Principal and the Executive team, including:
  - Preparation and coordination of correspondence and briefing notes.
  - Monitor the Executive team's electronic calendar and schedule appointments.
  - Manage incoming and outgoing enquiries.
- Liaise with senior staff within the Department, other Schools, other Government Agencies, the Minister's Office and members of the public on a diverse range of issues related to the School.
- Establish and maintain effective communication networks with internal and external stakeholders.
- Organise the School Board, Senior Leadership and Workforce Management meetings, including provision of an Executive Officer function; preparing agendas, minute taking, follow-up of action items and preparation of associated materials.
- Maintain a confidential electronic filing system for the School Executive as instructed by the Principal.
- Conduct research and assessment of issues for the School Executive team.
- Assist with special projects as business needs arise.
- Provide support in the management and monitoring of sensitive matters handled by the School Executive which may include; complaints, incidents and mandatory reporting matters such as child abuse and referrals to Standards and Integrity.

- Develop and maintain processes and procedures to ensure confidentiality of sensitive matters and personal information is maintained.
- Review documentation such as Excursion Proposal Forms for accuracy and completeness, in accordance with Departmental and/or School requirements, prior to submitting to the Principal for review and approval.

### **Curriculum and Student Support**

- Support and assist the Executive Team as required with management of critical incidents and crisis response.
- Develop supportive links between students, families, the school and other appropriate agencies in the community.
- Actively participate in multidisciplinary team meetings and case conferences within the school and other agencies as appropriate including the provision of information and consultancy advice
- Record, collate and prepare information used to develop and monitor strategies and programs.

### **School Calendar and Event Coordination**

- Consult with the School Executive team to establish and maintain the electronic School calendar.
- Contribute to the development and implementation of School events including; graduation, parents' evenings and functions.
- Assist the School Executive team with undertaking event related activities such as:
  - Research and bookings for event details such as catering, venues, speakers.
  - Marketing plans and development of promotional material for events.
  - Planning of events including consultation with stakeholders and communicating updates.
  - Ensuring safety, access and insurance requirements are met relating to events.
  - Coordination of events and point of contact for issues on the day of events.

### **Human Resources and Recruitment**

- Manage Teacher job vacancies, including the coordination of deployment, recruitment, selection and appointment processes and preparation of selection reports.
- Liaise with the School Human Resource Officer and the Department Workforce Directorate regarding employment and recruitment matters.
- Maintain an appropriate level of knowledge and understanding of Human Resources and Recruitment policies and procedures and the Public Sector Standards.
- Provide advice to and/or source information for the School executive in relation to recruitment and employment of Teachers.

### **Selection criteria**

1. Demonstrated sound administration and organisational skills with considerable experience in the delivery of administration and executive support services, including the ability to identify priorities and manage conflicting timelines.
2. Sound working knowledge and understanding of human resource and recruitment procedures and the Public Sector Standards.
3. Demonstrated sound written, oral communication and interpersonal skills, including the ability to liaise effectively with senior positions, internal and external clients on a wide range of issues.
4. Demonstrated sound research, conceptual, analytical and problem solving skills with the ability to identify issues and provide solutions.
5. Demonstrated knowledge of the youth sector, particularly local organisations and services.

6. Relevant experience in the use of personal computer software applications, including MS Word, Outlook and Excel, with the ability to produce system generated reports from computerised applications.

### **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.
- 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            13 September 2022  
Reference     D22/0710185