



Executive Support Officer

School of Special Educational Needs: Sensory

Position number	00044398
Agreement	Department of Education (School Support Officers) CSA Agreement 2022 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 5)
Direct reports	Nil

Context

The School of Special Educational Needs: Sensory (SSEN: S) provides educational support for children with a hearing loss, vision impairment or dual sensory loss, from birth to completion of school. SSEN: S is based at the Statewide Services Centre in Padbury and supports children in both public and non-government schools throughout Western Australia.

SSEN: S employs teachers with specialist skills and other specialist staff such as educational audiologists, school psychologists, braille transcribers, captioners, education assistants and AUSLAN education assistants.

SSEN: S operates the Deaf Education and Vision Education programs to support eligible children, their schools and families. Staff are located in multiple hubs, both metropolitan and regional.

Visit ssens.wa.edu.au to find out more about SSEN: S.

Further information about the Department of Education is available at education.wa.edu.au.

Key responsibilities

Executive Support

- Support the coordination of the daily operations and provide an administrative function to the Principal and the Associate Principals across the main campus and offsite facilities, including:
 - Preparation and coordination of correspondence, briefing notes, and parliamentary questions.
 - Monitor the Principal and Associate Principals' electronic calendar and schedule appointments.
 - Manage incoming and outgoing enquiries.
- Liaise with senior staff within Statewide Services, the Department and other schools on a diverse range of issues related to the school.

- Establish and maintain effective communication networks with internal and external stakeholders.
- Organise the School Council, Senior Leadership and Extended Leadership meetings, including provision of an Executive Officer function, preparing agendas, minute taking, follow-up of action items and preparation of associated materials.
- Conduct research and assessment of issues for the Senior Leaders team, under the direction of the Principal.
- Assist with special projects as business needs arise.
- Provide support in the management and monitoring of sensitive matters handled by the Leadership team which may include complaints and incident management.
- Develop and maintain processes and procedures to ensure confidentiality of sensitive matters and personal information is maintained.
- Support and assist the Principal as required with management of critical incidents.
- Review documentation such as Excursion Proposal Forms for accuracy and completeness, in accordance with Department and/or School requirements, prior to provision to the Principal for review and approval.

School Calendar and Event Coordination

- Consult with the Senior Leaders team to establish and maintain the School calendar.
- Assist the Senior Leaders team with undertaking event related activities such as:
 - Research and bookings for event details such as catering, venues and 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.

Database Management

- Maintain data integrity within school data bases.
- Provide accurate data, including at subset levels, for briefing notes and memos.
- Utilise the database to manage whole school parent communications through email and messaging.
- Extract data and manipulate various data systems and undertake data analysis which supports annual reporting and school and financial planning objectives.

Selection criteria

1. Demonstrated knowledge of and considerable experience in the delivery of administration support services, including the ability to provide executive support to senior managers.
2. Demonstrated sound oral communication and interpersonal skills, including the ability to liaise effectively with internal and external key stakeholders at all levels.
3. Demonstrated sound written communication skills with the ability to prepare correspondence, minutes and briefing notes.
4. Demonstrated sound research, conceptual, analytical and time management skills, including the ability to manage conflicting deadlines and work with minimal supervision.
5. Demonstrated well developed computer skills, including a working knowledge of databases, spreadsheets, word processing and experience using an electronic records management system.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- hold a current Western Australian driver's licence
- 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 and every 3 years thereafter
- 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 19 January 2024
Reference D24/0049669