

School Systems Support Officer

Perth Modern School

Position number	00025582
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

Information about Perth Modern School is available on [Schools Online](#).

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide curriculum administrative support to the principal, deputy principals and teaching staff involving student and teacher timetables, grids, class structures and adjustments.
- Develop and maintain school relief management processes and database systems.
- Maintain a range of curriculum related databases, ensuring data integrity and generates reports in a timely manner.
- Extract and generate reports on educational measurement assessments including the National Assessment Program – Literacy and Numeracy and Online Literacy and Numeracy Assessment.
- Undertake data transfers to internal and external stakeholders, including Reporting to Parents and Interim Reports.
- Provide rollout of data to staff for reporting, course specific individual reports, management of parent interview online booking system and subsequent mail out confirming appointments.
- Develop and maintain effective working relationships with internal and external stakeholders.
- Coordinate examination rosters, venues and supervisors for examinations, including Special Exam Conditions and collates and distributes examination material.
- Coordinate roll-over of and updates to data systems.
- Provide training to school staff in administrative procedures and business management software.

Selection criteria

1. Demonstrated ability to provide effective administrative support and input into the development, implementation and monitoring of business systems.
2. Demonstrated initiative and sound organisational skills with the ability to identify priorities and meet deadlines.
3. Demonstrated sound research, conceptual and analytical skills with the ability to provide innovative thinking in problem solving.
4. Demonstrated well developed computer skills, including the ability to create, operate, manipulate databases, spreadsheets and extract reports.
5. Demonstrated sound written, verbal and interpersonal communication skills with the ability to liaise with individuals at all levels and work effectively in a team environment.

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
- 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 9 November 2023
Endorsed D23/1797415