



Marketing and Administrative Officer Kalamunda Secondary Education Support Centre

Position number	00040751
Agreement	Department of Education (School Support Officers) CSA Agreement 2022 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 4)
Direct reports	Nil

Context

Kalamunda Secondary Education Support Centre (KSESC) is an Independent Public School that is located in the Kalamunda Town Centre and shares a school site with the co-located Kalamunda Senior High School.

KSESC is a school for students with mild to severe intellectual disabilities, including autism spectrum disorders, psychological disorders and physical disabilities. The diversity of disability, combined with the specific learning needs of individuals, creates a dynamic and complex learning environment, in which staff work collaboratively to provide a positive learning environment for the school community.

KSESC is proud of its strong community partnerships which support the development of school programs, including workplace learning for students with disabilities and opportunities that promote cultural awareness and support students from diverse cultural backgrounds. It is envisaged that the suitable applicant will have experience working in contextually similar environments.

Further information about KSESC is available on [Schools Online](#).

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

Key responsibilities

- Provide operational support in developing, implementing and managing the School's marketing plan.
- Develop a range of school communications, publications and materials to support communication and marketing activities and events.
- Maintain and update the school's website and ensure published content is current, relevant and that associated links are active.

- Liaise with a wide range of internal and external stakeholders and maintain effective working relationships and community networks to support school objectives.
- Coordinate events and marketing activities.
- Undertake proactive investigation and identification of funding support from local, state and national sponsorship opportunities and assist in preparing funding submissions.
- Assist in managing and coordinating daily administrative operations, including providing administrative support to the principal and administrative team and maintaining relevant business information systems.
- Assist the Manager Corporate Services in administrative, financial, physical and human resources aspects of the school's operations.

Selection criteria

1. Demonstrated ability to provide effective support and input into the development, implementation and monitoring of marketing activities, business operations and administrative activities.
2. Demonstrated initiative and organisational skills, including the ability to work with minimum supervision to prioritise tasks and meet deadlines. .
3. Demonstrated sound communication and interpersonal skills, including the ability to build and maintain positive relationships with internal and external stakeholders and suppliers.
4. Demonstrated sound conceptual, analytical and research skills, including the ability to identify appropriate solutions.
5. Demonstrated well-developed computer application skills.

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 27 March 2024
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