



Executive Assistant

Fremantle Language Development Centre

Position number	00044620
Agreement	Department of Education (School Support Officers) CSA Agreement 2022 or as replaced
Classification	Level 2
Reports to	Principal (School Administrator Level 5)
Direct reports	Nil

Context

Information about Fremantle Language Development Centre is available on [Schools Online](#).

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

Key responsibilities

- Provide clerical, administrative and operational support to the Principal and School Executive team, including managing incoming telephone calls, visitor enquiries, diary appointments, meetings, emails and other communications.
- Prepare and distribute correspondence and reports as required.
- Under the direction of the Principal, liaise with staff, visitors and members of the public on a range of school related matters.
- Maintain an effective management and filing system for correspondence, corporate information and records relating to projects, initiatives, committees and other activities.
- Administer the operation of school databases, records and information systems.
- Coordinate and provide editorial support for reports, newsletters, correspondence, social media, school website and other online media in accordance with Department protocols and guidelines, ensuring content is current and represents the School's vision and values.
- Assist with travel arrangements, including preparing travel documents and booking flights, accommodation and transport.
- Provide executive support to the School Board and Senior Leaders, including preparing and distributing meeting agendas and minutes and attending to general matters.
- Maintain and administer the School learning management system and organise related information sessions.

Selection criteria

1. Demonstrated experience in the delivery of administration support services, including the ability to provide executive support to senior managers.
2. Demonstrated well developed keyboarding and computer skills, including experience in using a range of application software packages, particularly databases, spreadsheets and word processing.
3. Demonstrated sound verbal and interpersonal communication skills and experience in the application of customer service principles and practices.
4. Demonstrated sound written communication skills with the ability to prepare correspondence and minutes.
5. Demonstrated good organisational skills, including the ability to organise and prioritise tasks effectively, exercise initiative and work with minimal supervision.

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 18 March 2024
Reference D24/0194303