



School Management Assistant

Armadale Senior High School

Position number	00035352
Agreement	Department of Education (School Support Officers) CSA General Agreement 2017 (or as replaced)
Classification	Level 2
Reports to	Manager Corporate Services (Level 5)
Direct reports	Nil

Context

Armadale Senior High School is an Independent Public School dedicated to providing students from Year 7 to Year 12 with strong academic achievement and positive engagement.

Further context about Armadale Senior High School is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school name in the *Find a School* field.

Key responsibilities

The School Management Assistant:

- provides support with the marketing, planning, and coordinating of school events including graduation, parents' evenings and functions
- researches and produces publications and promotional material such as newsletters, correspondence and notices
- undertakes student-related administrative activities such as general reception, enrolments, international and interstate visits / excursions, and organises school tours
- administers databases and records information management systems
- establishes effective working relationships and communication with internal and external stakeholders
- administers student databases, records and management information systems relating to attendance, good standing, uniforms, transfers and personal data
- provide clerical support for special projects and across school teams as business needs arise.

Selection criteria

1. Demonstrated well developed verbal, written and interpersonal communication skills, including the ability to work effectively within a team environment.
2. Demonstrated experience in providing effective administrative support and events coordination.
3. Demonstrated experience in the application of customer service principles and practices.
4. Demonstrated effective planning and organisational skills with the ability to use initiative and work with minimum supervision to meet deadlines.
5. Demonstrated ability to use a range of application software packages, particularly Microsoft Office, databases, spreadsheets and publishing programs.

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.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 9 May 2019
Reference D19/0194070