

## Administration Assistant

School of Special Educational Needs: Disability

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| <b>Position number</b> | Generic  |
| <b>Agreement</b>       | <a href="#">Public Service and Government Officers CSA General Agreement 2017</a> (or as replaced) |
| <b>Classification</b>  | Level 2  |
| <b>Reports to</b>      | Human Resource and Administrative Coordinator (Level 3)  |
| <b>Direct reports</b>  | Nil  |

### Context

The School of Special Educational Needs: Disability (SSEND) provides state-wide support for students with disability and learning disabilities. SSEND offers contextualised professional learning and seminars, online discussions, research, information and resources to support schools and specialised equipment for students. This service is provided through four regional-based consultant teacher teams which offer consultation and professional learning. In consultation with schools, they may refer to the SSEND specialist teams when additional specialised and intensive services are required. The four specialist services include Autism Education, Assistive Technology, High Support and Learning Disabilities.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- provides administrative and clerical support to the Principal and work units
- prepares and distributes meeting agendas and minutes and undertakes follow up actions when required
- manages incoming telephone calls, visitor enquiries, diary appointments, meetings, emails and other communications
- provides assistance to the Manager Corporate Services with administering the financial resources of the school, including undertaking account and GST coding, reconciliations, invoice processing, month-end procedures and processing purchase card acquittals
- undertakes routine research and analysis on SSEND services to schools and provides reports to Statewide Services executives
- prepares, processes and delivers incoming and outgoing correspondence, actions routine matters by drafting responses and preparing basic reports

- maintains an effective correspondence filing system for information and records relating to projects, committees and other activities
- assists staff with travel arrangements, including preparing travel documents, booking flights and accommodation and processing subsidies and allowances
- assists with the support and induction of school support staff; development of induction programs and materials for school support staff; and the coordination of relief staff
- administers school databases, records and management information systems
- creates and prepares school materials for publication and distribution to schools to support teachers and students
- organises professional learning events, bookings and catering for school staff through the Professional Learning Information System and other external providers.

### **Selection criteria**

1. Demonstrated good financial management skills, including input into budget preparation, purchasing and asset management, and the ability to interpret and apply financial and accounting practices and procedures.
2. Demonstrated experience in providing effective administrative support, including diary management and travel bookings and processing.
3. Demonstrated good keyboarding and computer skills, including knowledge of databases, spreadsheets and word processing.
4. Demonstrated good verbal, written and interpersonal communication skills, including the ability to liaise with individuals at all levels and build and maintain effective working relationships.
5. Demonstrated initiative and good organisational skills with the ability to identify priorities and meet conflicting deadlines.

### **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            15 February 2019  
Reference    D19/0069491