



## Administrative Support Coordinator

### Churchlands Senior High School

<b>Position number</b>	00030568
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA Agreement 2019</a> or as replaced
<b>Classification</b>	Level 3
<b>Reports to</b>	Manager Corporate Services (Level 6)
<b>Direct reports</b>	Nil

#### Context

Churchlands Senior High School is an Independent Public School that enjoys an outstanding reputation for its academic, sporting and cultural achievements. The Gifted and Talented music program is regarded internationally as one of excellence and has outstanding facilities to support over 300 music students. The school also enjoys a reputation of excellence in sports, regularly holding both A Grade Swimming and Athletics championships.

The school aims to develop a school community which encourages personal, social and environmental responsibilities.

The school is committed to providing a caring and supportive environment that challenges students to achieve personal excellence in all endeavours and to be active citizens of the local and global community.

The school has developed policies, procedures and programs that support its vision for the future. Of particular note is the Churchlands Art of Teaching program which involves reflective practice to improve teaching and learning.

Staff at Churchlands Senior High School maintain significant programs, including community service programs such as the 24 hour walk, after-school sports, after-school study classes and a large number of international study, sporting and cultural tours.

For further information about Churchlands SHS visit <http://www.churchlands.wa.edu.au/>.

For further information about the Department of Education, please visit: [education.wa.edu.au](http://education.wa.edu.au).

## Key responsibilities

- Assist in coordinating corporate services and provide general assistance to the school's administrative team.
- Undertake student administrative activities including assisting with subject selection and preparation of academic reports.
- Consult with the school administrative team to establish and maintain the electronic school calendar.
- Liaise with the school administrative team for the preparation and coordination of all school timetabling and staff duty rosters.
- Liaise with a wide range of internal and external stakeholders across a wide range of student data.
- Provide support to the school leadership team in maintaining relevant business and information systems including the creation and modification of reports.
- Establish and maintain effective working relationships and community networks.

## Selection criteria

1. Demonstrated ability to provide effective support and input into the development, implementation and monitoring of business operations and administrative activities.
2. Demonstrated initiative and good organisational skills, including the ability to work with minimum supervision to meet deadlines.
3. Demonstrated well developed computer skills including a working knowledge of word processing, databases and spreadsheets.
4. Demonstrated data management skills, including data analysis and reporting.
5. Demonstrated well developed written and verbal communication and interpersonal skills with the ability to liaise with individuals at all levels.

## 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 10 March 2022  
Reference D22/0742553