



Advertisement draft

School:	Oberthur Primary School
Job Title:	School Officer
Vacancy ID:	IPS/SS915184
Logo URL:	https://www.det.wa.edu.au/schoolsonline/display_image?schoolID=5621&type=SCH_LOGO



This is a permanent full-time position commencing Term 4, 2024

Oberthur Primary School (PS) (est. 1979) is situated in the sought after suburb of Bull Creek, which was traditionally known as 'Gabbiljee' to local Whadjuk Aboriginal people of the Noongar country.

Find out more about our school by visiting oberthurps.wa.edu.au or [School Online](#)

The Role

As a School Officer you will be the first point of contact for our school and will be responsible for completing administrative duties including greeting all visitors, answering the telephone, and responding to routine enquiries and requests for information. Suitable applicants will ideally have a friendly, positive, and caring attitude with a growth mindset to work within a fast paced and team environment. You will ideally be efficient, enthusiastic, independent team member, who is compassionate and empathetic. You should possess the qualities to promote excellence within our school and to interact with parents and the wider community.

Suitable applicants will be responsible for completing a variety of administrative duties. Duties include preparing notices and correspondence; providing information, advice and collecting documentation for new enrolments; entering student enrolment data and maintaining student attendance records; maintaining staff and relief staff records; and generating routine reports from the school databases.

Professional Benefits

Working for the Department of Education you will enjoy a range of benefits including competitive salaries, flexible working arrangements, training and career development opportunities and attractive leave provisions. Find out more about the benefits by visiting [professional and personal benefits](#).

Want to know more?

Full details of the role, selection criteria and training requirements are listed in the attached Job Description Form (JDF).

For more information about this opportunity, please contact Patricia Morales, Manager Corporate Services on 9237 6700 or Patricia.Morales@education.wa.edu.au

Equity and Diversity

We are committed to an inclusive and culturally responsive workforce reflecting the diversity in our schools and the Western Australian community. We welcome and encourage applications from Aboriginal and Torres Strait Islanders, young people, people of diverse sexualities and genders, people with disability, and people from culturally and linguistically diverse backgrounds.

Explore our [Equity, Diversity and Inclusion Plan 2021-2025](#) for more details.

Eligibility

To work with us, you must:

- be an Australian or New Zealand citizen, permanent resident or have a valid visa with relevant work rights for the term of the appointment.
- hold registration with the [Teacher Registration Board](#) of Western Australia
- obtain a valid Working With Children Check before you start; and
- consent to a National Criminal History Check with the Department's Screening Unit.

More information about employment eligibility can be found on our [website](#) or in the attached application package.

Additional eligibility and training requirements are outlined in the attached Job Description Form (JDF).

Application Instructions

Apply online in two easy steps:

Step 1: Select Apply for Job

Complete the online application form, including details of two (2) work related referees, preferably one being your current line manager.

Step 2: Attach your documents

Your application should include:

- A CV of up to [number of pages] pages outlining your employment history and professional learning summary relevant to this position
- A [number of pages] page statement addressing the following selection criteria as outlined in the attached JDF
 1. Demonstrated experience in providing effective administrative support with the ability to organise and prioritise tasks effectively.
 2. Demonstrated experience in financial processes and procedures, including the handling of debtors, creditors, reconciliations, and /or preparing financial returns.
 3. Demonstrated ability in using computers and a range of application software packages, particularly databases, spreadsheets, and word processing.
 4. Demonstrated good verbal and written communication skills and experience in the application of customer service principles and practices.
 5. Demonstrated good interpersonal skills and ability to work unsupervised and in a team environment

It is recommended you have your attachments ready before selecting Apply for Job.

Your application must be received before the closing date and time. **Late applications will not be accepted.**

For technical support submitting your application, you can call the Department of Education's Recruitment team on (08) 9264 4127 for assistance.

Advertised Vacancy Number: IPS/SS915184

Suitable applicants may be considered for similar vacancies arising within the next 12 months following this selection process. This may include circumstances where the successful applicant declines or vacates the position.

The Department applies a four (4) day breach period to this selection process.

Applications close: 4.30pm (AWST) on Day, DD Month Year