



## Administrative Support Officer

Hampton Senior High School

<b>Position number</b>	00033188
<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 5)
<b>Direct reports</b>	Nil

### Context

Information about Hampton Senior High School is available on [Schools Online](#).

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

### Key responsibilities

- Assist the Manager Corporate Services in the administrative, physical and human resources aspects of the school's operations.
- Provide advice and support in the coordination of human resource activities and operations, including providing human resource information to staff.
- Assist in the implementation and coordination of recruitment, selection and appointment processes.
- Assist in the development, implementation and coordination of staff induction programs.
- Provide administrative support in establishing and maintaining performance management processes for support staff.
- Develop and maintain leave, staff relief and time-related earnings records and procedures and coordinate leave and payroll processing.
- Coordinate leave and relief management and assist with staff timetabling and rostering processes.
- Manage the Human Resource Management Information System, including payroll validation, mandatory reporting requirements and reconciliation of staffing allocations and budgets.
- Undertake research and make recommendations regarding the acquisition of assets relating to the school grounds, buildings and amenities.

- Coordinate the acquisition, deployment and recording of assets relating to school grounds, buildings and amenities as well as related maintenance operations and procedures.
- Assist the Manager Corporate Services to develop and implement asset management and maintenance strategies for school facilities, equipment and buildings.
- Train staff in administrative procedures and business management software.

### **Selection criteria**

1. Demonstrated skills and knowledge of contemporary human resource management practices, including experience in the development, implementation and monitoring of business operations and systems.
2. Demonstrated well developed written, verbal and interpersonal communication skills with the ability to liaise with individuals at all levels and work effectively in a team environment.
3. Demonstrated well developed computer skills, including ability to create, operate, extract reports and manipulate databases, spreadsheets and systems.
4. Demonstrated initiative and good organisational skills, including the ability to identify priorities and meet 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            8 April 2022  
Reference    D22/0298532