



Administrative Support Coordinator: Human Resources

Safety Bay Senior High School

Position number	00037482
Agreement	Department of Education (School Support Officers) CSA Agreement 2022 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 5)
Direct reports	Nil

Context

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

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide advice, coordination, training and support to the School Administrative team and staff in the human resource aspects of the school's operations.
- Coordinate relief for teaching and support staff and related payroll processes, including payroll validation and mandatory reporting requirements, leave planning and management.
- Provide curriculum administrative support to the Principal, Deputy Principals and teaching staff involving student and teacher timetables, grids, class structures and adjustments.
- Coordinate student teacher/mentoring practicums across the school.
- Develop and maintain effective working relationships with internal and external stakeholders.

Selection criteria

1. Demonstrated well developed human resource management skills and knowledge of human resource practices.
2. Demonstrated initiative and sound organisational skills with the ability to identify priorities and meet deadlines and to provide effective support and coordination of administrative activities.

3. Demonstrated well developed computer skills, including the ability to create, operate and manipulate databases and spreadsheets, and to extract, analyse and validate reports.
4. Demonstrated sound verbal, written and interpersonal communication skills, including the ability to liaise with stakeholders at all levels.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 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 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 30 October 2024
Reference D24/0824210