



Executive Support Officer

Cecil Andrews College

Position number	00046700
Agreement	Department of Education (School Support Officers) CSA Agreement 2022 or as replaced
Classification	Level 3
Reports to	Principal (School Administrator Level 6)
Direct reports	Nil

Context

Information about Cecil Andrews College is available on [Schools Online](#).

Further information about the Department of Education is available at education.wa.edu.au.

Key responsibilities

Executive Support

- Support the coordination of the daily operations of the College Executive office, providing an administrative function to the Principal and the Executive team, including:
 - Preparation and coordination of correspondence, briefing notes, and any relevant documentation.
 - Monitor the Principal and Executive team's electronic calendar and schedule appointments.
 - Manage incoming and outgoing enquiries.
- Liaise with senior staff within the Department, other schools, other Government Agencies, the Minister's Office and members of the public on a diverse range of issues related to the college.
- Establish and maintain effective communication networks with internal and external stakeholders.
- Organise the College Board, Senior Leadership and Workforce Management meetings, including provision of an Executive Officer function; preparing agendas, minute taking, follow-up of action items and preparation of associated materials.
- Maintain a confidential electronic filing system for the College Executive as instructed by the Principal.
- Conduct research and assessment of issues for the College Executive team, under the direction of the Principal.
- Assist with special projects as business needs arise, including college enrolment procedures.

- Provide support in the management and monitoring of sensitive matters handled by the College Executive which may include; complaints, incidents and mandatory reporting matters such as child abuse and referrals to Standards and Integrity.
- Develop and maintain processes and procedures to ensure confidentiality of sensitive matters and personal information is maintained.
- Support and assist the Principal as required with management of critical incidents.
- Review documentation such as Excursion Proposal Forms for accuracy and completeness, in accordance with Departmental and/ or college requirements, prior to provision to the Principal for review and approval.

College Calendar and Event Coordination

- Consult with the College Executive team to establish and maintain the electronic college calendar.
- Contribute to the development and implementation of college events including; graduation, parents' evenings and functions.
- Assist the College Executive team with undertaking event related activities such as:
 - Research and bookings for event details such as catering, venues, speakers.
 - Marketing plans and development of promotional material for events.
 - Planning of events including consultation with stakeholders and communicating updates.
 - Ensuring safety, access and insurance requirements are met relating to events.
 - Coordination of events and point of contact for issues on the day of events.

Human Resources and Recruitment

- Manage Teacher job vacancies, including the coordination of deployment, recruitment, selection and appointment processes and preparation of selection reports.
- Liaise with the College Human Resource Officer and the Department Workforce Directorate regarding employment and recruitment matters.
- Maintain an appropriate level of knowledge and understanding of Human Resources and Recruitment policies and procedures and the Public Sector Standards.
- Provide advice to and/or source information for the College executive in relation to recruitment and employment of Teachers.

Selection criteria

1. Demonstrated sound administration and organisational skills with considerable experience in the delivery of administration support services, including the ability to provide executive support to College Executives.
2. Sound working knowledge and understanding of human resource and recruitment procedures and the Public Sector Standards.
3. Demonstrated sound written, oral communication and interpersonal skills, including the ability to liaise effectively with senior positions, internal and external clients on a wide range of issues.
4. Demonstrated sound research, conceptual, analytical and problem solving skills with the ability to use initiative to identify priorities and meet conflicting timelines.
5. Relevant experience in the use of personal computer software applications, including MS Word, Outlook and Excel, with the ability to produce reports from computerised applications.

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 25 October 2024
Reference D24/0827954