



Executive Support Officer

Eastern Goldfields College

Position number	00046731
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 Eastern Goldfields 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, providing an administrative function to the Principal and the Executive team, including:
 - Preparation and coordination of correspondence and briefing notes.
 - Monitor the 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 and working relationships with internal and external stakeholders.
- Organise the School 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.
- Assist with special projects as business needs arise.
- 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.
- Review documentation such as Excursion Proposal Forms for accuracy and completeness, in accordance with Department and/or college requirements, prior to submitting to the Principal for review and approval.

Curriculum Support

- Provide administration support to the Principal, Deputy Principals and teaching staff on related curriculum activities, involving student and teacher timetables, grids, class structures and adjustment.
- Coordinate and manage the Online Student Selection process in collaboration with senior staff, and the associated verification and transfer of data into timetables.
- Maintain a range of curriculum related databases, ensuring data integrity.
- Develop, communicate and implement a schedule of reporting requirements and timeframes to ensure that all required data is collected and reports are generated in a timely manner.
- Undertake data transfers to internal and external stakeholders, including the Department of Education, School Curriculum and Standards Authority, Reporting to Parents and Interim Reports.
- Coordinate and implement procedures for Parent-Teacher Online and subsequent Parent-Teacher interview days and manage the parent interview online booking system and subsequent confirmation of appointments.
- Provide system guidance and training to staff in the use of student databases and systems and trouble shoots problems as and when they arise.

Enrolment

- Continuously review and provide input into the development and implementation of college enrolment policies and procedures.
- Oversee the college's enrolment procedures, including the operation of databases and information management systems, and the provision of information to staff, students and families ensuring that information is processed in a timely manner.

Selection criteria

1. Demonstrated skills and considerable experience in the delivery of administration and executive support services.
2. Demonstrated sound written, oral communication and interpersonal skills, including the ability to liaise effectively with senior positions and internal and external clients on a wide range of issues.
3. Demonstrated well developed skills in using information technology packages and systems effectively with the ability to create, operate and manipulate databases and spread sheets, analyse data and develop reports.
4. Demonstrated sound research, conceptual, analytical and problem solving skills with the ability to identify issues and provide solutions.
5. Demonstrated initiative and sound organisational skills with the ability to identify priorities, meet deadlines and delegate effectively providing appropriate guidance and support.

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 of Education'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 5 November 2024
Reference D24/0841253