



School Support Officer

Golden Bay Primary School

Position number	00046748
Agreement	Department of Education (School Support Officers) CSA Agreement 2022 or as replaced
Classification	Level 2
Reports to	Manager Corporate Services (Level 5)
Direct reports	Nil

Context

Information about Golden Bay Primary School is available on [Schools Online](#).

For more information on the Department of Education please visit: education.wa.edu.au.

Key responsibilities

- Provide support with the marketing, planning, and coordinating of school events, including graduation, parents' evenings and functions.
- Undertake student-related administrative activities such as general reception, enrolments, international and interstate visits / excursions, and organise school tours.
- Establish effective working relationships and communication with internal and external stakeholders.
- Administer student databases, records and management information systems relating to attendance, good standing, uniforms, transfers and personal data.
- Provide general clerical and administrative support, including preparing newsletters, notices and other correspondence.
- Is the primary contact for the management and administration of First Aid in the School.
- Contribute to the welfare of students, staff and volunteers by providing first aid as needed and within their level of training, experience, the Department's provisions on first aid in the workplace and the relevant Occupational Safety and Health Legislation.
- Coordinate with parent/guardian to collect sick or injured students and remain with students until parent/guardian arrives.
- Maintain appropriate confidentiality relating to first aid matters.
- Check expiry dates on the contents of first aid kits regularly and makes arrangement for replenishment of items, including adrenaline auto-injections and salbutamol inhalers.
- Is the Incurring Officer for the first aid cost centre budget.
- Attend professional development and training to maintain accreditation as a First Aid Officer and any other training required.

- Provide clerical support for special projects and across school teams as business needs arise.

Selection criteria

1. Demonstrated well developed verbal, written and interpersonal communication skills, including the ability to work effectively within a team environment.
2. Demonstrated experience in providing effective administrative support and events coordination and in applying customer service principles and practices.
3. Demonstrated relevant knowledge and expertise in First Aid.
4. Demonstrated effective planning and organisational skills with the ability to use initiative and work with minimum supervision to meet deadlines.
5. Demonstrated ability to use a range of application software packages, particularly Microsoft Office, databases, spreadsheets and publishing programs.

Eligibility and training requirements

Employees will be required to:

- hold a current certificate in Occupational First Aid (HLTSS00068)
- 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 5 November 2024
Reference D24/0854248