



School Officer

Rossmoyne Senior High School

Position number	00024866
Agreement	Department of Education (School Support Officers) CSA Agreement 2019 or as replaced
Classification	Level 2
Reports to	Finance and Administration Officer (Level 4)
Direct reports	Nil

Context

Information about Rossmoyne 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 assistance to the Manager Corporate Services with administering the financial resources of the school including undertaking account and GST coding, reconciliations, invoice processing and BAS/FREDA returns.
- Assist with month-end procedures, including transporting receipts to the bank and ensuring data integrity.
- Collates figures for financial planning and budgeting.
- Assist with the management of school assets, including assistance with the administration of out-of-hours use of school facilities, coordinating and negotiating maintenance and repairs and maintaining key registers and security system codes.
- Assist with the induction and support of administrative school support staff development of induction programs and materials for school support staff, and the coordination of relief staff.
- Provide advice to staff on travel, subsidies and allowances.
- Administer the operation of school databases, records and management information systems including timetabling.
- Establish ordering procedures for office consumables.
- Create and prepare school materials for publication and undertakes routine analyses and reports on results.
- Undertake student-related activities, including providing information, advice and collecting documentation for enrolment of new students.

- Supervise work experience students and assists the Vocational Education and Training Coordinator with the placement and monitoring of students.
- Establish practices and procedures to ensure confidentiality and security of sensitive material.
- Develop and maintain effective working relationships with internal and external stakeholders.

Selection criteria

1. Demonstrated experience in providing effective administrative support with the ability to organise and prioritise tasks effectively.
2. Demonstrated experience in financial processes and procedures, including the handling of debtors, creditors, reconciliations, and /or preparing financial returns.
3. Demonstrated ability in using computers and a range of application software packages, particularly databases, spreadsheets and word processing.
4. Demonstrated good verbal and written communication skills and experience in the application of customer service principles and practices.
5. Demonstrated good interpersonal skills and ability to work unsupervised and in a team environment.

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 24 August 2020
Reference D20/0437205