



Administration Support Coordinator

Kelmscott Senior High School

Position number	00043727
Agreement	Department of Education (School Support Officers) CSA Agreement 2022 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

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

Visit education.wa.edu.au for more information about the Department of Education.

Key responsibilities

- Provide administrative support to the school executive and teaching staff, involving student and teacher timetables, grids, class structures and adjustments.
- Administer and maintain data integrity of a range of curriculum related databases.
- Process data transfers to internal and external stakeholders.
- Coordinate testing rosters, venues and supervisors and collate and distribute testing material.
- Extract and collate data for general and course specific individual reporting and school planning objectives.
- Assist Deputy Principal with implementation of staff duty roster.
- Synchronise timetabling information between school software applications.
- Update and manage school assets and resources in conjunction with Manager Corporate Services.
- Investigate incidents that have been identified via AIIR and PIIR forms and report findings back to Occupational Health and Safety committee.
- Provide advice to school staff on work health and safety (WHS) issues.
- Liaise with Deputy Principal and school staff to implement and manage effective WHS procedures and processes.
- Ensure the School is compliant with and adheres to relevant statutory obligations, standards and Department policies and procedures.

Selection criteria

1. Demonstrated ability to provide effective administrative support and input into the development, implementation and monitoring of business systems.

2. Demonstrated sound research, conceptual and analytical skills with the ability to provide innovative thinking in problem solving.
3. Demonstrated well developed interpersonal and communication skills with the ability to work collaboratively with staff at all levels and in emergency situations.
4. Demonstrated well developed computer application skills, including a working knowledge of word processing and development and maintenance of databases and spreadsheets.

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 7 March 2024
Reference D24/0192152