

Associate Manager Corporate Services

Durham Road School

Position number	00043668
Agreement	Department of Education (School Support Officers) CSA Agreement 2022 or as replaced
Classification	Level 4
Reports to	Manager Corporate Services (Level 6)
Direct reports	Cleaner in Charge (Level 3) School Officer (Level 2)

Context

Durham Road School is the largest Education Support School in Western Australia, catering for over 200 students with disabilities from Kindy through to Year 12. Each teacher's focus is on delivering high quality teaching and learning experiences using the latest innovation alongside current best practice techniques.

Our class sizes are small, with specialist teachers and education assistants across all phases of the school. We provide a targeted, differentiated curriculum based on the Western Australian Curriculum and Abilities Based Learning Education, Western Australia (ABLEWA), combined with a rich social environment designed to meet the individual learning needs of each child. We are committed to ensuring every student has a robust communication system.

Information about Durham Road School is available on [Schools Online](#).

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Coordinate the provision of corporate services and operations aligned with school business targets and objectives and customer service principles and practices.
- Design and implement procedures and processes which ensure financial integrity, recording, compliance and reporting requirements of the school's business operations.
- Provide input into financial planning and budgeting and manage the Chart of Accounts.
- Allocate and monitor cost centre income and expenditure and manage the Financial Reporting via Electronic Data Access (FREDAS) process.
- Research and prepare financial data and report and make recommendations for the Principal and the Manager Corporate Services.

- Support the Manager Corporate Services with the implementation of partnership arrangements between community groups.
- Develop and implement financial and related administrative and information processes.
- Coordinate the procurement, management and maintenance of the school's assets.
- Assist in the development, implementation and monitoring of maintenance, improvement and replacement strategies for school facilities, equipment and buildings.
- Manage and supervise administrative support staff, including scheduling and allocating tasks.
- Manage and coordinate the provision of corporate services and school business operations at 2 offsite premises.
- Provide support to the Manager Corporate Services in coordinating human resource activities and operations for the school.
- Organise the School Board, Senior Leadership, Workforce Management and Finance meetings, including provision of an Executive Officer function; preparing agendas, minute taking, follow-up of action items and preparation of associated materials.
- Participate on the Wellness Committee and provide input into the development of a program to address the large number of workers compensation claims at the school.
- Undertake research and project work in relation to business trends and issues which may impact on the financial, physical or human resource aspects of the school's operations.
- Provide operational input to the development of the School Business Plan and marketing plans, and assist with monitoring outcomes against the plans.
- Develop, implement and review business procedures, policies and practices to support the Business Plan and Strategic Plan.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

Selection criteria

1. Demonstrated well developed written communication, verbal and interpersonal skills, including the ability to deal with a wide range of individuals at all levels.
2. Demonstrated well developed financial skills, including budget preparation, monitoring and reporting, and the ability to interpret and apply financial and accounting practices and procedures.
3. Demonstrated considerable understanding of, and ability to apply, human resource management and customer service principles and practices.
4. Demonstrated ability to provide input to the development, implementation and monitoring of business and strategic plans.
5. Demonstrated sound conceptual, analytical and problem-solving skills with the ability to identify patterns, process improvements and identify solutions.

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 18 March 2025
Reference D25/0260146