



Public Relations and Administration Support Officer

Spencer Park Primary School

Position number	00046797
Agreement	Department of Education (School Support Officers) CSA Agreement 2022 or as replaced
Classification	Level 2
Reports to	Manager Corporate Services (Level 4)
Direct reports	Nil

Context

Information about Spencer Park Primary School is available on [Schools Online](#).

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

Key responsibilities

Marketing

- Assist with the development and production of a range of printed and online materials to support marketing activities and events for the school.
- Assist with editing and sub-editing publications and news media communications to ensure Departmental policies and guidelines are adhered to.
- Assist with coordinating school events and activities, such as show day and presentation evenings.
- Gather and publish news items, photographs and videos adhering to the school's marketing plan and the Department's communication standards.
- Maintain and update the school's website, software applications and social media, ensuring published content is current, relevant and that associated links are active.
- Assist the school executive maintain the school's brand and style guide to be consistent with the Department's priorities and values.

Administrative Support

- Assist with month-end procedures, including transporting receipts to the bank and ensuring data integrity.
- Collate 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.
- Administer the operation of school databases, records and management information systems.
- Establish ordering procedures for office consumables.
- Prepare correspondence, newsletters, notices, and other school materials.
- Undertake student-related activities, including providing information, advice, and collating documentation for enrolment of new students.
- Develop and maintain effective working relationships with internal and external stakeholders.
- Establish practices and procedures to ensure confidentiality and security of sensitive material.

Selection criteria

1. Demonstrated sound written communications skills, including the ability to create, gather and edit material for printed and online publications.
2. Demonstrated well-developed verbal and interpersonal communication skills, including the ability to build and maintain positive relationships with internal and external stakeholders.
3. Demonstrated experience in providing effective administrative support and the application of customer service principles and practices.
4. Demonstrated initiative and organisational skills with the ability to work unsupervised and in a team environment to prioritise tasks and meet conflicting timeframes.
5. Demonstrated ability in using computers and a range of application software packages, particularly databases, spreadsheets, word processing and multimedia platforms.

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 25 November 2024
Reference D24/0896357