

Business and Executive Support Officer

West Byford Primary School

Position number	00043747
Agreement	Department of Education (School Support Officers) CSA Agreement 2022 (as replaced)
Classification	Level 3
Reports to	Manager Corporate Services
Direct reports	Nil

Context

Information about West Byford Primary School in which the vacancy is being advertised is available on [Schools Online](#).

For further information about the Department of Education, please visit:
education.wa.edu.au.

Key responsibilities

- Assist the Manager Corporate Services in the administrative, financial, marketing, corporate sponsorship, physical and human resources aspects of the school's operations.
- Assist in the preparation and monitoring of the school budget and develop and maintain business and information management systems.
- Support the Manager Corporate Services in undertaking financial planning, monitoring, research, reporting and analysis to meet established objectives and outcomes relative to business needs and plans.
- Assist the Manager Corporate Services in human resource management activities, including planning and system management.
- Provide effective training to support staff in administrative procedures and business management software.
- Provide human resource advice and information to staff.
- Manage job vacancies, including the coordination of deployment, recruitment, selection and appointment processes.
- Manage Working with Children and Criminal Screening checks, pre-employment requirements and appointment documentation.

- Coordinate and monitor the operation of human resource management systems, including payroll processing and validation, mandatory reporting requirements and reconciliation of staffing allocations and budgets.
- Support the coordination of the daily operations of the School Executive office, providing an administrative function to the Principal and the Executive team, which will include timetabling of school events.
- Organise the School Board and Senior Leadership meetings, including provision of an Executive Officer function; preparing agendas, minute taking, follow-up of action items and preparation of associated materials.

Selection criteria

1. Demonstrated well developed financial management skills, including data analysis, interpretation and reporting, and the ability to provide recommendations.
2. Demonstrated sound knowledge and skills in human resource management, including research, planning and recruitment practices.
3. Demonstrated ability to provide effective support and input into the development, implementation and monitoring of human resource management systems and processes.
4. Demonstrated sound written, oral and interpersonal communication skills, including the ability to liaise effectively with staff and work within a team environment.
5. Demonstrated conceptual, analytical and problem solving skills and the ability to implement appropriate solutions.
6. Demonstrated sound administration and organisational skills with considerable experience in the delivery of administration support services, including the ability to provide executive support to School Executives.

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 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
- 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 30 June 2023
Reference D23/1298319