

Administrative Support Coordinator

Kent Street Senior High School

Position number	00047147
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 Kent Street Senior High School is available on [Schools Online](#)

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

Key responsibilities

- Assist in coordinating diverse day to day operations and providing general administrative assistance to the Executive Team.
- Undertake student administrative activities including assisting with course selection, data entry and preparation of academic reports.
- Liaise with the school administrative team for the preparation and coordination of all school timetabling and staff duty rosters.
- Liaise and maintain effective working relationships with a wide range of internal and external stakeholders across a wide range of student data.
- Provide support to the Executive Team in maintaining relevant business and information systems including the creation and modification of reports to achieve agreed operational outcomes.
- Maintain a range of curriculum related databases, ensuring data integrity, and generate reports in a timely manner.
- Extract and generate reports on educational measurement assessments including the National Assessment Program –Literacy and Numeracy and Online Literacy and Numeracy Assessment as directed by the Deputy Principal.
- Coordinate and implement procedures for Parent–Teacher interviews under direction of the Deputy Principal.
- Coordinate and implement procedures for student subject selections under the direction of the Deputy Principal.
- Assist the Deputy Principal in the coordination of examination rosters, venues and supervisors for examinations including exam conditions, collation, and distribution of exam material.

Selection criteria

1. Demonstrated ability to provide effective support and input into the development, implementation and monitoring of business systems.
2. Demonstrated initiative and good organisational skills, including the ability to work with minimum supervision to meet deadlines.
3. Demonstrated sound research, conceptual and analytical skills with the ability to provide innovative thinking in problem solving.
4. Demonstrated well developed computer skills, including the ability to create, operate and manipulate databases and spreadsheets and extract reports.
5. Demonstrated well developed written and verbal communication and interpersonal skills with the ability to liaise with individuals at all levels and work effectively in a team environment.

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 13 March 2025
Reference D25/0271248