

Administrative and Business Support Officer

Exmouth District High School

Position number	00047138
Agreement	Department of Education (School Support Officers) CSA Agreement 2022 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 5)
Direct reports	Nil

Context

Information about Exmouth District High School is available on [Schools Online](#).

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

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.
- Assist in the maintenance and replacement of the school's physical assets.
- Assist with the development and maintenance of effective networks with stakeholders to promote the school.
- In collaboration with the Manager Corporate Services, undertake proactive investigation and identification of funding support from local, state, and national sponsorship opportunities.
- Undertake data transfers to internal and external stakeholders, including the School Curriculum and Standards Authority, Reporting to Parents and Interim Reports.

- Provide support to the school administrative team in maintaining business and information systems, including the creation and modification of reports.
- Provide guidance and support to school officers relating to enrolments (including policy), timetabling and student databases.

Selection criteria

1. Demonstrated considerable experience providing input and effective support to the development, management, implementation and monitoring of business operations, systems and plans.
2. Demonstrated sound human resource management knowledge and skills, including the ability to provide effective support and input into the development, implementation and monitoring of human resource management systems and processes.
3. Demonstrated sound verbal, written and interpersonal communication skills, including the ability to work effectively as part of a team.
4. Demonstrated sound conceptual, analytical and problem solving skills and the ability to identify appropriate 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 10 March 2025
Reference D25/0253741