



School Officer

School of Special Educational Needs: Behaviour and Engagement

Position number	Generic
Agreement	Department of Education (School Support Officers) CSA Agreement 2021 or as replaced
Classification	Level 2
Reports to	Manager Corporate Services / Program Coordinator - Engagement
Direct reports	Nil

Context

The School of Special Educational Needs: Behaviour and Engagement (SSEN:BE) provides educational support and services to schools for students with extreme, complex and challenging behaviours across a Kindergarten to Year 12 (K-12) context.

A continuum of consultative support to schools for students is delivered through engagement centres and the Midland Learning Academy. Services of the engagement centres and the Academy are coordinated through SSEN:BE which provides administrative structure that oversees and manages these services as a state-wide model of support for schools, teachers, and students. Services complement other teams working in networks, regions, and schools, supporting a greater number of students across the state.

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

Key responsibilities

- Provide assistance to the Manager Corporate Services with administering the financial resources of the school including undertaking account and GST coding, reconciliations, invoice processing and BAS/FREDA returns.
- 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, including the development of induction programs and materials for school support staff and the coordination of relief staff.
- Provide advice to staff on travel, subsidies and allowances.

- Administer the operation of school databases, records and management information systems.
- Assist with travel arrangements, including preparing travel documents and booking flights and accommodation.
- Establish ordering procedures for office consumables.
- Create and prepare school materials for publication and undertake routine analyses and reports on results.
- Undertake student-related activities, including providing information, advice and collecting documentation for enrolment of new students.
- Provide support at one of the various SSEN:BE office locations across the State.
- Establish practice and procedures to ensure confidentiality and security of sensitive material.

Selection criteria

1. Demonstrated experience in providing effective administrative support with the ability to organise and prioritise tasks effectively.
2. Demonstrated experience in financial processes and procedures, including the handling of debtors, creditors, reconciliations, and /or preparing financial returns.
3. Demonstrated ability in using computers and a range of application software packages, particularly databases, spreadsheets and word processing.
4. Demonstrated good verbal and written communication skills and experience in the application of customer service principles and practices.
5. Demonstrated good interpersonal skills and ability to work unsupervised and in a team environment.

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 three 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 six months of appointment.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 10 August 2022
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