

## School Officer

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Company: Kinross College

Location: Kinross

Category: other-general

Independent Public School - North Metropolitan Education Region Kinross College School Officer Pool Ref IPS/SS856303 Level 2, \$66,449 - \$71,191 per annum (DOE (SSO) CA 2022)

### **Advertised Vacancy Number IPS/SS856303**

### **Appointment Pool**

You may be the first point of contact for staff, students, and visitors to our school, therefore you should be confident, organised, and approachable. As the School Officer, you will be responsible for completing a wide range of administrative duties, therefore knowledge of word processing and data software packages is highly desirable. Suitable applicants will ideally have a friendly, positive, and caring attitude and possess the qualities to promote excellence within our school, and to interact with parents and the wider community.

Suitable applicants will ideally model effective and quality customer and administrative support service delivery and use excellent interpersonal and communication skills to work in collaboration with the administration team, other school support staff, our school community, and teaching staff. Suitable applicants should possess the ability to prioritise tasks, assist others whilst liaising with a range of visitors, students and staff. The ability to multitask and manage the pressure of working in a busy office environment is highly desirable.

School Officers are responsible for completing a variety of administrative duties in supporting

the Manager Corporate Services. These roles may include but are not limited to:

Reception and general clerical support including student enrolment enquiries, resources support and staff communication.

Processing and monitoring student Attendance on COMPASS.

Assisting with various financial administration functions of the school including ordering/purchasing and using various software applications for financial, physical and human resources, including but not limited to SIS (Integris), RMBilling, COMPASS.

Liaison with staff and external trades for faults and maintenance, buildings and facilities.

Student Services support including absentees/medical and liaising with students and parents.

Assist with induction and training of administrative school support staff and relief staff.

Suitable applicants should possess current working knowledge of SIS (Integris and RMBilling) and COMPASS (Administration, Enrolments, Timetabling, Absentees) which are the student, staff and financial management systems, in a high school environment.

Kinross College is a vibrant secondary school catering for students from Kinross, Burns Beach, Mindarie, and part of Quinns Rocks, located in the City of Joondalup in close proximity to Kinross Primary School. Priding itself on its strong pastoral care ethos, Kinross College is committed to our students' academic, social, and emotional needs. This is supported by our excellent facilities and resources and a dynamic Student Services Team.

Including our core curriculum, Kinross College offers a diverse range of Elective subjects for Year 9-10, encouraging students to consider options such as Languages, where we offer Auslan, French and Italian and Specialist Programs such as Aviation, Music, Basketball, Netball and Soccer Academies. Our Upper School courses offer students a varied range of options providing direction towards great career opportunities.

This selection process will be used to fill vacancies that occur throughout our school for up to 12 months following this process. This includes circumstances where positions become subsequently vacant should the successful applicant decline or vacate the advertised position.

To be suitable for this role, you will need to demonstrate the following work-related requirements (selection criteria):

Experience in providing effective administrative support with the ability to organise and

prioritise tasks effectively.

Experience in financial processes and procedures, including the handling of debtors, creditors, reconciliations, and /or preparing financial returns.

Ability in using computers and a range of application software packages, particularly databases, spreadsheets and word processing.

Good verbal and written communication skills and experience in the application of customer service principles and practices.

Good interpersonal skills and ability to work unsupervised and in a team environment.

Applications will be assessed against these work-related requirements of the position. The business needs of the school may also be considered. It is therefore recommended that you consider all information contained in the advertisement and any other related information before applying for the vacancy.

The Department is an equal opportunity employer and encourages people with disability, Aboriginal and Torres Strait Islander people and persons from culturally diverse backgrounds to apply.

You are encouraged to seek further information about Kinross College by visiting or Additional information about Independent Public Schools is also available .

**For further job related information:** Please contact Heather Butler, Manager Corporate Services on 92336700 or by email

### **Application Instructions**

All applications are submitted online. Simply select “Apply for Job”, located at either the top or bottom of this screen and follow the instructions on your screen.

Your application should include:

Covering Letter

A three (3) page statement addressing the Work-Related Requirements, in context of the role and business needs of the school

A CV of up to two (2) pages outlining your employment history and professional learning summary relevant to this position

The contact details for two (2) work related referees (one being your current line manager)

It is recommended you have these documents complete and ready to attach prior to clicking on "Apply for Job".

You are asked to complete an online application form and then to attach your documentation, please allow enough time to complete this process as applications cannot be accepted after the closing date and time.

## **ELIGIBILITY AND TRAINING REQUIREMENTS**

**Employees will be required to :**

Obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and

Obtain or hold a current Working with Children Check

Complete the Department's Aboriginal Cultural Appreciation course.

Provide evidence of eligibility to work in Australia for the term of the vacancy!

Complete the Department's induction program within three months of commencement; a

Complete any training specific to this role required by Departmental policy; and

Complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

**The Department applies a four (4) day breach period to this selection process.**

**APPLICATIONS MUST BE SUBMITTED ONLINE**

**PROFORMA, FAXED, HAND DELIVERED, POSTED, EMAILED AND LATE**

**APPLICATIONS ARE NOT ACCEPTED**

**ATTACHMENTS: -**

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You can view and print these PDF attachments by downloading .

**WORK TYPE:** Permanent - Part Time, Permanent - Full Time, Fixed Term - Full Time,

Fixed Term - Part Time**FTELOCATION:** Kinross**CLOSING DATE:** 2023-11-14 4:30 PM

(YYYY-MM-DD) Position Title School Officer Agency Department of Education Salary  
Location Kinross Unit/Division Independent Public School - North Metropolitan  
Education Region Branch Kinross College Work Type Permanent - Part Time, Permanent -  
Full Time, Fixed Term - Full Time, Fixed Term - Part Time Position No. Pool Ref  
IPS/SS856303 Closing Date Position Title School Officer Branch Kinross College Location  
Kinross Work Type Permanent - Part Time, Permanent - Full Time, Fixed Term - Full  
Time, Fixed Term - Part Time Closing Date Salary Agency Department of Education  
Company Information Description

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