

# Job description

Agency	Department of Education	Work unit	Pine Creek School
Job title	Business Manager	Designation	Administrative Officer 5
Job type	Part Time	Duration	Ongoing Commencing 22/03/2021
Salary	\$84,297 - \$88,687	Location	Pine Creek
Position number	7707	RTF	205070
		Closing	28/01/2021
Contact	Cheryl Glasgow, Pine Creek School on 08 8976 1228 or <a href="mailto:Cheryl.glasgow@ntschoools.net">Cheryl.glasgow@ntschoools.net</a>		
About the agency	<a href="https://education.nt.gov.au/">https://education.nt.gov.au/</a>		
Apply online	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfId=205070">https://jobs.nt.gov.au/Home/JobDetails?rtfId=205070</a>		

## Information for applicants

Applications must be limited to a one-page summary sheet and detailed resume-

The NTPS values diversity and aims for a workforce that represents the community. The NTPS encourages people from all diversity groups to apply for vacancies. For more information about applying for this position and the merit process, go to the [OCPE website](#).

Under the agency's Special Measures Recruitment Plan eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for this vacancy. For more information on Special Measures, go to the [OCPE website](#).

## Primary objective

Support the principal to manage the finances and procedures and support and auxiliary staff at Pine Creek School.

## Context statement

Pine Creek School is a small remote school in the township of Pine Creek. Pine Creek is 1 hour north of Katherine and is on the Stuart Highway. There is very limited private accommodation available.

## Key duties and responsibilities

As the Pine Creek Primary School Business Manager you will have responsibility for the following:

1. Operate autonomously to undertake day to day office procedures within well-defined policies (e.g. reception, arranging appointments, correspondence, maintaining school records and general administration), and utilise information and management systems to support effective and efficient reporting and administration.
2. Undertake the day to day supervision and management of school support staff, including monitoring workloads and performance (working in collaboration with the Principal for any difficult performance management situations), identifying workforce capability requirements, and role modelling performance standards.
3. Oversee the signatories/approval of timesheets, leave applications, rosters, and arrange relief for school support staff, and organise, undertake and coordinate the recruitment, induction and training of school support staff.
4. Assist the Principal with the preparation of the school budget and administer day to day financial matters (i.e. accounts payable/receivable, corporate card monitoring, reconciliations, banking), input and export data to/from Edash for the Principal, to assist with budgeting and financial management.
5. Assist the Principal with the management and coordination of school resources, assets and facilities (e.g. maintaining the asset register, organising repairs, facilities and grounds maintenance, planning and review of minor works etc.), engage external advice where appropriate and offer problem resolution support.
6. Other suitable duties, consistent with the duties and responsibilities of the position as directed by the Principal or nominated delegate.

## Selection criteria

### Essential

1. A current Working with Children (Ochre) Card.
2. Proven ability to work within a cross cultural/Aboriginal small remote school environment, interact effectively with people of diverse cultures and successfully develop effective partnerships with parents and the community.
3. Ability to develop and implement strategic plans at the school level, to participate in systemic strategic planning and demonstrated effective project management skills.

## Further information

An understanding of working in a small town supporting a local Aboriginal community.