

## JOB DESCRIPTION

<b>Agency</b>	Department of Education	<b>Work Unit</b>	Katherine High School
<b>Job Title</b>	Administration Manager	<b>Designation</b>	Administrative Officer 4
<b>Job Type</b>	Full Time	<b>Duration</b>	Fixed from 02/01/2020 for 12 months
<b>Salary</b>	\$69,357 - \$79,620	<b>Location</b>	Katherine
<b>Position Number</b>	38393   <b>RTF</b>   177792	<b>Closing</b>	21/11/2019
<b>Contact</b>	Kate MacFarlane, Business Manager on 08 8973 8200 or <a href="mailto:kate.macfarlane1@ntschoools.net">kate.macfarlane1@ntschoools.net</a>		
<b>Agency Information</b>	<a href="https://education.nt.gov.au/">https://education.nt.gov.au/</a>		
<b>Information for Applicants</b>	<b>Applications must be limited to a one-page summary sheet and an attached resume/cv</b> For further information for applicants and example applications: <a href="#">click here</a>		
<b>Information about Selected Applicant's Merit</b>	If you are selected and accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: <a href="#">click here</a>		
<b>Inclusion &amp; Diversity</b>	The NTPS values diversity and aims for a workforce which is representative of the community we serve. We strongly welcome and encourage people from all diversity groups to apply and strive to accommodate people with disability by making reasonable workplace adjustments when required. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer.		
<b>Special Measures</b>	Under an approved <b>Special Measures</b> recruitment plan, Aboriginal and Torres Strait Islander applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level.		
<b>Apply Online Link</b>	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfid=177792">https://jobs.nt.gov.au/Home/JobDetails?rtfid=177792</a>		

### Primary Objective:

Provide high level administrative and business support through the management of front office functions, facility operations and staff. Provide financial and information management support to the Business Manager, the Principal and teaching staff in a busy and demanding school environment.

### Context Statement:

Katherine High School is the only government secondary school in Katherine. It provides an educational service to students from Year 7 to Year 12. In both the Senior and Middle Years students are provided with multiple achievement pathways to ensure they receive the education most appropriate to their needs. The School caters to a diverse population from a range of different social, educational and ethnic backgrounds. 12% of our students have family who are employed by the ADF at RAAF Base Tindal and 56% of our students are Aboriginal. The School takes great pride in its inclusive practices and diversity and works hard to live up to our core values of Inclusion, Respect, Effort and Resilience.

### Key Duties and Responsibilities:

1. Responsible for overall management of the receipting, invoicing, accounts payable and receivable processing and purchase order preparation and management functions for the school including advising staff on both internal and department policies and processes.
2. Provide high level support to the Business Manager in payroll, managing budgets, preparing financial and project reports for budget delegates and School Representative Body.
3. Manage support of reception and student services staff activities including answering calls, greeting visitors and managing the hire of school facilities.
4. Responsibility of facility and vehicle operations including; day to day management of cleaners, repair schedules, liaising with maintenance staff and contractors to facilitate repairs and maintenance to school property/assets.
5. Provide administrative support to the front office staff, the Principal and teaching staff including word processing, data entry and administrative tasks as directed by the Business Manager.

### Selection Criteria

#### Essential:

1. Demonstrated high level communication skills and ability to build and maintain effective networks and collaborative partnerships with stakeholders from diverse cultural and professional backgrounds.
2. Experience in processing payroll, management of cash and purchasing including receipting and banking monies in accordance with relevant policies and processes.
3. Ability to deliver high level administrative and organisational services in a client focused environment including; accurate record keeping, management of staff, compliance with relevant policies and procedures, managing and adjusting priorities to meet work deadlines and working collaboratively with others.
4. Demonstrated high level computer literacy skills, including MYOB or similar accounting and office management software.
5. Desire and capacity to provide direction and leadership to staff and promote a culture of continuous improvement. Proven ability to problem solve and implement practical, cost effective solutions to improve business outcomes.

### Further Information:

The successful applicant must have no significant criminal record confirmed by a Police Criminal History check and have, or be in the process of obtaining, a current Working with Children Card and current First Aid.

Approved: 06/11/2019

Daniel Murtas, Principal, Katherine High School