

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Nhulunbuy Primary School
Job Title	Assistant Administration Manager	Designation	Administrative Officer 4
Job Type	Full Time	Duration	Fixed to 26/02/2021
Salary	\$69,357 - \$79,620	Location	Nhulunbuy
Position Number	41839 RTF 185778	Closing	02/04/2020
Contact	Haydon Staines on 08 8987 0022		
Agency Information	http://www.education.nt.gov.au/		
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached resume/cv. For further information for applicants and example applications: click here		
Information about Selected Applicant's Merit	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: click here		
Inclusion & Diversity	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.		
Special Measures	Under an approved Special Measures 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.		
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfId=185778		

Primary Objective: Provide a high level of administrative and business support through the management of front office functions and staff and provision of financial and information management support to the Administrative Manager, the Principal and teaching staff in a busy and demanding school environment.

Context Statement: From 2015, all schools will be provided a one-line global school budget for all staff and operational costs. Schools will determine how this resourcing is allocated. They will choose the number, level and mix of staff in their school, and manage this within their available vacancies and budget. This will create increased complexity in the business and administrative support functions that support the schools leadership team in the overall management of school resources. The Administrative Manager and support administrative staff in schools will play a key role in supporting Principals and teachers in this new environment.

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 policies and processes.
2. Oversee maintenance programs and asset management including contract development and oversight for security, building hire and school equipment.
3. Ensure timely and accurate management of school data and ensure accurate maintenance of all manual and computerized student records including data entry, data retrieval and report preparation.
4. Provide high level support to the (Bureau) Business Manager in managing the budget and preparing financial and project reports for School Council.
5. Organise support for front office staff and the management of the front office reception activities including answering calls, greeting visitors and managing the hire of school facilities.
6. Provide administrative support to the front office, the Principal and teaching staff including word processing, data entry, administrative and other tasks as directed by the Business Manager.
7. Undertake the duties of treasurer/executive officer of the school council and provide advice, reports and assistance as required, including BAS, payroll and arrangements of school council employees, PAYG tax and superannuation.

Selection Criteria

Essential:

1. Demonstrated sound interpersonal, oral and written communication skills, with an ability to interact effectively with people from diverse cultures and work well with a wide range of people with tact and discretion.
2. Demonstrated experience in the management of cash and purchasing including receipting and banking monies in accordance with policies and processes.
3. Demonstrated high level administrative and organisational skills, including tracking and managing work deadlines, adjusting priorities to meet deadlines and working collaboratively with others.
4. Demonstrated high level computer literacy skills, including, experience with the effective use of various office applications.
5. The ability to work in a team and maintain integrity and confidentiality.

Desirable:

1. Knowledge of the operations of the Department and ability to learn these in a timely manner.

Further Information:

1. 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 Certificate.