

Job description

Agency	Department of Education	Work unit	Malak Primary School
Job title	Administration Support Officer	Designation	Administrative Officer 3
Job type	Full time	Duration	Fixed for 6 months
Salary	\$62,773 - \$67,746	Location	Darwin
Position number	39276	RTF	264384
Closing	02/04/2023		
Contact officer	Rachel Clayton on 08 8997 7600 or rachel.clayton@education.nt.gov.au		
About the agency	https://education.nt.gov.au		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfld=264384		

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

Information for applicants – inclusion and diversity and Special Measures recruitment plans

The NTPS values diversity. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. 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 applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](#).

Primary objective

Provide financial and administrative support to the Administration Manager, the Principal and teaching staff in a busy and demanding school environment. Contribute to the planning and implementation of whole school events and projects.

Key duties and responsibilities

1. Perform word processing, data entry, administrative and other tasks as directed by the Leadership Team.
2. With the leadership team, manage whole school projects and events directed by the school council.
3. Undertake data entry and management of school data systems to ensure accurate maintenance of all manual and computerised student records including ensuring the integrity and currency of the database.
4. Organise support for front office staff and the management of front office reception activities including answering calls, greeting visitors.
5. Assist the Business Manager with finance tasks including invoicing, preparation and management of purchase orders and payroll.

Selection criteria

Essential

1. Sound written and oral communication and interpersonal skills including the ability to interact effectively with people from diverse cultures and work well with a wide range of people with tact and discretion.
2. Sound administrative and organisational skills, including demonstrated ability to coordinate/manage events in a timely manner.
3. Demonstrated sound computer literacy skills, including use of social media, experience with effective use of various office applications and accounting systems such as MYOB.
4. Demonstrated experience in the management of cash and purchasing including receipting and banking monies.
5. The ability to work in a team and maintain integrity and confidentiality.

Desirable

1. SAMS experience.
2. Ci Anywhere experience.

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 Certificate

Approved: 13 March 2023

Haydon Staines, Principal, Malak Primary School