

Job description

Agency	Department of Education	Work unit	Larapinta Primary School
Job title	Executive Assistant	Designation	Administrative Officer 4 96%
Job type	Full Time	Duration	Ongoing
Salary	\$68,247 - \$78,347	Location	Alice Springs
Position number	42506	RTF	216876
		Closing	26/07/2021
Contact	Brenda Jolley, Principal, Larapinta Primary School on 08 8958 5155 or b.jolley@education.nt.gov.au		
About the agency	www.education.nt.gov.au		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfId=216259		

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

Information for applicants – Inclusion and diversity and Special measures

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 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 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:

Provide efficient and effective, high level advice and executive services to the Principal, Assistant Principal, school leadership team and school community.

Context Statement

Larapinta Primary School is a dynamic and inclusive Transition to Year 6 urban primary school. The school incorporates a preschool, a Child and Family Centre and an Early Learning Centre on site.

Key Duties and Responsibilities:

1. Provide high level administrative and executive services to assist the leadership team in meeting the operational needs of the school, ensuring high level correspondence and maintenance of accurate records.
2. Co-ordinate the successful delivery of key school activities and community events, including liaising with stakeholders.
3. Carry out research, ad hoc project work and timely management and accurate reporting of information to provide assistance to the Principal and Leadership Team.
4. Manage communication, including social media, within the school and wider community and ensure accurate promotion of school initiatives and activities.
5. Organise support for front office staff and the management of the front office reception activities including answering calls, greeting visitors.
6. Administer First Aid and manage student Health Care plans.

Selection Criteria

Essential:

1. Demonstrated experience in executive and secretariat roles, excellent organisational skills, ability to work independently, manage multiple projects and meet conflicting deadlines.
2. Demonstrated experience in meetings management, procedures and minute taking, well-developed proofing skills and the ability to examine information from an end-user perspective.
3. Demonstrated high level oral and written communication skills, interpersonal skills, as well as maintaining high levels of confidentiality when working with staff, students and the public from a range of cultural, religious and socio-economic backgrounds.
4. Demonstrated successful experience in working with a range of IT resources, software and computer applications including databases, social media platforms and websites.
5. Current Working with Children's Clearance Notice (OCHRE Card) or ability to obtain.
6. First Aid or ability to obtain.

Desirable:

1. Understanding of the education sector and operations of schools.

Approved: Thursday 8th July, 2021

Trevor Read, Executive Director School Improvement and Leadership- South