**JOB DESCRIPTION**

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| **Agency** | Department of Education | | | **Work Unit** | Bakewell Primary School |
| **Job Title** | Administration Manager | | | **Designation** | Administrative Officer 5 |
| **Job Type** | Full Time | | | **Duration** | Fixed from 14/4/2020 to 31/12/2020 |
| **Salary** | $82,241 - $86,524 | | | **Location** | Palmerston |
| **50601** | 16494 | **RTF** | 186395 | **Closing** | 13/04/2020 |
| **Contact** | Nicole Miller, Assistant Principal on 08 8997 7400 or [nicole.miller1@ntschools.net](mailto:nicole.miller1@ntschools.net) | | | | |
| **Agency Information** | [www.education.nt.gov.au](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](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) | | | | |
| **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](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) | | | | |
| **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=186395> | | | | |

**Primary Objective:** Provide day to day support to the Senior Management Team and high level support in the areas of finance, procurement, administration, infrastructure and project management in a busy and demanding school environment.

**Context Statement:** Bakewell Primary School is a large Independent Public School located in Palmerston. The school has an enrolment of approximately 930 students from Preschool to Year 6 with 19% identifying as Aboriginal, 6% from Australian Defence Force families and 14% as English as a Second Language/Dialect. Key initiatives at Bakewell Primary School include Explicit Instruction, AVID (Advancement via Individual Determination), 1:1 iPad Learning Program, Robotics, Bakewell School Supported Playgroup, CLIL (Content and Language Integrated Learning), School Counsellor and therapeutic services. Bakewell Primary is an approved Charles Darwin University Teaching School. Staff at Bakewell reflect on teaching practices and engage in coaching and mentoring within a supportive team environment. Bakewell is committed to delivering excellence in education with a focus on positive relationships and high expectation.

**Key Duties and Responsibilities:**

1. Assist with draft estimates, annual budgets and reviews of expenditure for approval. Develop, implement and maintain school accounting and monetary procedures and records and systems of expenditure summary information. Process expenditure within budgetary constraints.
2. Investigate tenders for approval and administer/oversee all school contracts and to ensure contractors fulfil obligations.
3. Oversee use of school facilities by outside bodies.
4. Take lead, including financial management of school based initiatives and programs.
5. Ensure employer responsibilities are fulfilled, including Award and Superannuation entitlements, for large number of School Board employees. Pay wages as required for these employees, implement taxation responsibilities.

**Selection Criteria**

**Essential:**

1. Recognised MYOB or similar computer accounting and payroll software skills with demonstrated word processing and keyboard skills.
2. Experience in the design and delivery of new initiatives and projects, with demonstrated ability to manage budgets and timeframes and to problem solve to achieve outcomes.
3. Ability to maintain confidentiality and demonstrate high levels of judgement, initiative and flexibility.
4. Experience and knowledge of operations of a School Board and procedures in contract supervision.
5. An ability to liaise and communicate effectively with students, staff, parents, DoE Officers, representatives of private enterprise and with people from diverse cultures.
6. Current Working with Children Clearance (Ochre Card) and Northern Territory Driver’s Licence or the ability to obtain.

**Desirable:**

1. Proven knowledge and experience in Work, Health & Safety, TRIPS and online booking systems, relevant to schools.

**Approved March 2020 Jackie Roberts, Principal**