

JOB DESCRIPTION

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| Agency | Department of Education | | Work Unit | Larapinta Primary School |
| Job Title | Administration Officer | | Designation | Administrative Officer 3 96% |
| Job Type | Full Time | | Duration | Ongoing Commencing 22/07/2019 |
| Salary | \$57,358 - \$61,903 | | Location | Alice Springs |
| Position Number | 38798 | RTF | 164589 | Closing 23/04/2019 |
| Contact | Brenda Jolley, Principal on 08 8958 5155 or b.jolley@ntschoools.net | | | |
| Agency Information | www.education.nt.gov.au | | | |
| Information for Applicants | Applications must be limited to a one-page summary sheet and an attached detailed resume/cv. For further information for applicants and example applications: click here | | | |
| Information about Selected Applicant's Merit | If you 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 | | | |
| Special Measures | The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved Special Measures recruitment plan, ATSI 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. For further information: click here | | | |
| Apply Online Link | https://jobs.nt.gov.au/Home/JobDetails?rtfid=164589 | | | |

Primary Objective:

Manage front office functions and staff and provide financial and administrative support to the Administration Manager, the Principal and teaching staff in a busy and demanding school environment.

Context Statement:

Larapinta School is an urban primary school in Alice Springs with an enrolment of approximately 360 students including preschool. The Administration Officer will oversee the front office functions and assist the Administration Manager in ensuring that the school manages within the environment of the Global Budget.

1. Perform word processing, data entry, administrative and other tasks as directed by the Administration Manager.
2. Responsible for invoicing, accounts payable and receivable including receipting and banking of monies coming into the school.
3. Undertake data entry and management of school data systems to ensure accurate maintenance of all manual and computerized student records including the integrity and currency of the database.
4. Supervise front office staff and the management of the front office reception activities including answering calls, greeting and screening visitors, managing the text messaging system and providing First Aid.
5. Provide administrative support to the front office, the Principal and teaching staff as necessary.

Selection Criteria

Essential:

1. Sound written and oral communication and interpersonal skills including the ability to interact effectively with people from diverse cultures managing a wide range of people, including students, with tact and discretion.
2. Demonstrated experience in the management of cash and purchasing including receipting and banking monies.
3. Sound administrative and organisational skills, including tracking and managing work deadlines and adjusting priorities to meet deadlines.
4. Demonstrated sound 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 or ability to gain in a timely manner.

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: October 2018

Trevor Read, Regional Director, Alice Springs Region