

## JOB DESCRIPTION

|   |   |            |                    |                               |            |
|---|---|------------|--------------------|-------------------------------|------------|
| <b>Agency</b>                                       | Department of Education   |            | <b>Work Unit</b>   | Katherine School of the Air   |            |
| <b>Job Title</b>                                    | Administration Manager  |            | <b>Designation</b> | Administrative Officer 5      |            |
| <b>Job Type</b>                                     | Full Time   |            | <b>Duration</b>    | Ongoing Commencing 02/09/2019 |            |
| <b>Salary</b>                                       | \$80,235 - \$84,414   |            | <b>Location</b>    | Katherine                     |            |
| <b>Position Number</b>                              | 7279  | <b>RTF</b> | 170586             | <b>Closing</b>                | 23/07/2019 |
| <b>Contact</b>                                      | Sharni Wilson, Principal on 08 8972 1833 or <a href="mailto:sharni.wilson1@ntschoools.net">sharni.wilson1@ntschoools.net</a>  |            |                    |                               |            |
| <b>Agency Information</b>                           | <a href="https://education.nt.gov.au/">https://education.nt.gov.au/</a>   |            |                    |                               |            |
| <b>Information for Applicants</b>                   | <b>Applications must be limited to a one-page summary sheet and an attached resume/cv.</b> For further information for applicants and example applications: <a href="#">click here</a>  |            |                    |                               |            |
| <b>Information about Selected Applicant's Merit</b> | 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: <a href="#">click here</a>  |            |                    |                               |            |
| <b>Inclusion &amp; Diversity</b>                    | 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. |            |                    |                               |            |
| <b>Special Measures</b>                             | Under an approved <b>Special Measures</b> 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.  |            |                    |                               |            |
| <b>Apply Online Link</b>                            | <a href="https://jobs.nt.gov.au/Home/JobDetails?rtfid=170586">https://jobs.nt.gov.au/Home/JobDetails?rtfid=170586</a>   |            |                    |                               |            |

**Primary Objective:** Manage the non-teaching administration of the school including the School and School Council financial systems and the supervision of non-teaching staff to support the schools teaching staff.

**Context Statement:** Katherine School of the Air (KSA) is situated in Katherine and caters for students from Pre – Year 9 living in the top end of the NT, or travelling in Australia and overseas. The school has an enrolment of 220 students and a staff of 30. The school strives for excellence using innovative technologies and teaching pedagogies to enhance outcomes for students in a distance learning context.

### **Key Duties and Responsibilities:**

1. Undertake the financial management of school funds including budgets, payroll, grants, and acquittals and ensure that all statutory, audit and reporting deadlines are met.
2. Coordinate and supervise the administration staff, including school council employees through recruitment, deployment and development, to ensure effective service delivery and client satisfaction.
3. Coordinate the maintenance of buildings and assets, including school contracts, contractors, stock, fittings, equipment and records. Be responsible for the maintenance of the school asset register for effective asset management

### **Selection Criteria**

#### **Essential:**

1. Demonstrated successful experience and knowledge in financial management including accrual accounting at a senior level.
2. Demonstrated knowledge and experience with information technology systems and software packages including word-processing, spreadsheets, and computerised financial accounting systems such as Mind Your Own Business (MYOB).
3. Sound knowledge and experience in administration and supervision of staff, records management, human resource management, project and facility management.
4. Demonstrated high level interpersonal, oral and written communication skills including the ability to interact with a wide range of people and build relationships with external stakeholders in a professional manner.
5. Effective computer literacy skills and experience with various office applications such as Microsoft Office, data management systems, MYOB or similar and ability to provide first level IT support to stakeholders.
6. Current Working with Children Clearance Notice and Drivers Licence or have the ability to obtain.

#### **Desirable:**

1. Tertiary or Certificate qualification in Financial Management, Business, Accounting or equivalent.
2. Experience in public relations and providing comprehensive tours around facility operations to visitors or ability to obtain.