

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Ntaria School
Job Title	Administration Officer	Designation	Administrative Officer 3 96%
Job Type	Full Time	Duration	Fixed to 14/01/2020
Salary	\$57,358 - \$61,903		
Position Number	40944	RTF	166487
Closing	23/05/2019		
Contact	Emma Langton on 08 8956 7424 or emma.langton@ntschoools.net		
Agency Information	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		
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 Northern Territory Public Sector 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 on Special Measures, click here		
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfid=166487		

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:

Ntaria School in Hermannsburg has approx. 250 students enrolled in programs from FaFT to Grade 12. The school leadership team works to deliver the Annual School Improvement Plan utilising the global school budget for all staff and operational costs, the team requires comprehensive support to manage the business and administrative functions for the overall management of school resources.

Key Duties and Responsibilities:

1. Perform word processing, data entry, administrative and other tasks as directed by the Business Manager.
2. Responsible for invoicing, accounts payable and receivable (including receipting and banking of monies coming into the school) and preparation and management of purchase orders.
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. Supervise front office staff and the management of the front office reception activities including answering calls, greeting visitors and managing the hire of school facilities.
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 and work well with a wide range of people 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.

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: 7 May 2019

Trevor Read, Senior Director School Improvement and Leadership