

Job description

Agency	Department of Education	Work unit	Nightcliff Middle School
Job title	Administration Support Officer	Designation	Administrative Officer 3
Job type	Full time	Duration	Fixed for 6 months
Salary	\$64,773 - \$69,746	Location	Darwin
Position number	39125	RTF	283326
		Closing	03/12/2023
Contact officer	Lyn Waugh, Business Manager on 08 89837677 or lyn.waugh1@education.nt.gov.au		
About the agency	https://education.nt.gov.au		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfld=283326		

APPLICATIONS MUST INCLUDE A ONE-PAGE SUMMARY ABOUT YOU, A DETAILED RESUME AND COPIES OF YOUR TERTIARY QUALIFICATIONS.

Information for applicants – inclusion and diversity and Special Measures recruitment plans

The NTPS values diversity. 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](#).

Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](#).

Primary objective

Deliver professional front office services including providing financial, marketing and administrative support to the Principal, Business Manager, students and parents in a busy and demanding school environment.

Context statement

Nightcliff Middle School is a government school that has an enrolment of 430 students with an Indigenous cohort of approximately 23%. The school is highly multicultural and has a strong focus on technology and meeting the needs of all students. Staff are collaborative and supportive of the local community, working in partnership with parents and other community organisations. There is a strong focus on wellbeing and the school values, Care, Acceptance, Respect, Responsibility and Success.

Key duties and responsibilities

1. Perform word processing, data entry, administrative and other design and media marketing tasks as directed by the Business Manager.
2. Responsible for accurate and timely receipting of all monies coming into the school, as well as securing and banking these monies. Processing orders, invoices, and accounts payable and receivable in CiAnywhere.
3. Undertake data entry and retrieval of school data systems to ensure accurate maintenance of all manual and computerized student records including ensuring the integrity and currency of the database.
4. Deliver professional front office reception activities including answering calls, greeting and signing in of visitors and managing the hire of school facilities as directed by the Business Manager.
5. Provide high level administrative support to the Principal and Business Manager.
6. Prepare and disseminate marketing messages to promote NMS achievements and prepare communication materials as required

Selection Criteria

Essential

1. Ability to develop and maintain working partnerships with internal and external stakeholders and work closely with team members to achieve results as an effective front office unit. Particularly proven competency to interact effectively with adolescent aged students in professional work situations.
2. Ability to communicate effectively with people within the NMS teams as well as our community of diverse cultural, religious, and socio-economic backgrounds always maintaining integrity and confidentiality.
3. Demonstrated experience in the management of cash and purchasing including receipting and banking monies in accordance with policies and processes.
4. Demonstrated computer literacy skills, including the effective use of various office applications such as databases, spreadsheets relevant to the job role e.g. Retail Manager, Compass, SAMS and CiAnywhere.
5. Ability to monitor own performance and tasks against expected outcomes, deadlines, whilst in a busy work environment.
6. Ability to communicate and promote through a variety of multimedia platforms, NMS messaging.

Desirable

1. Prior experience undertaking administrative, media communications and financial tasks, preferably in a learning environment such as a school, TAFE or university.

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 Notice (Ochre Card) and current First Aid Certificate.

Approved: November 2023

Eva Kokkinomagoulos, Principal