

# Job description

Agency	Department of Education	Work unit	Larapinta Primary School
Job title	Administration Manager	Designation	Administrative Officer 5
Job type	Full Time	Duration	Ongoing
Salary	\$84,297 - \$88,687	Location	Alice Springs
Position number	15879	RTF	202073
		Closing	15/12/2020
Contact	Brenda Jolley, Principal on 08 8958 8155 or <a href="mailto:b.jolley@ntschoools.net">b.jolley@ntschoools.net</a>		
About the agency	<a href="https://education.nt.gov.au/">https://education.nt.gov.au/</a>		
Apply online	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfid=202073">https://jobs.nt.gov.au/Home/JobDetails?rtfid=202073</a>		

## Information for applicants

Applications must be limited to a one-page summary sheet and detailed resume-

The NTPS values diversity and aims for a workforce that represents the community. The NTPS encourages people from all diversity groups to apply for vacancies. For more information about applying for this position and the merit process, go to the [OCPE website](#). Under the agency's Special Measures Recruitment Plan eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for this vacancy. For more information on Special Measures, go to the [OCPE website](#).

## Primary objective

Manage all areas of financial and budget reporting, procurement processes, internal controls, facility management and provide leadership and management of the administration support staff.

## Context statement

Larapinta Primary School is an urban primary school situated in Alice Springs. The school has an enrolment of approximately 380 students including preschool. Approximately 47% of students are Aboriginal. The Administration Manager and the Administration Team provide support for the school (Larapinta Primary, Preschool and Child and Family Centre) students, parents and the wider school community.

## Key duties and responsibilities

1. Maintain all financial records, payment of approved school accounts, provide accurate and timely financial reports to the Principal, School Council, internal and external stakeholders and monitor performance against budget.
2. Liaise with the Principal on financial and administrative matters ensuring that all statutory, taxation and audit obligations are met.
3. Develop and manage the non-teaching staff of the school to provide high level administrative, financial management and classroom support services for the school.
4. Supervise and direct the Maintenance Officer to maintain school buildings, grounds and vehicles and the liaison with relevant contractors.
5. Undertake reception work and administer first aid when required.

## Selection criteria

### Essential

1. Current Working with Children Clearance Notice and Senior First Aid Certificate
2. A high level of interpersonal skills with the ability to communicate effectively with students, staff, parents and the wider school community and an ability to interact effectively with people from diverse cultures.
3. Sound knowledge of and demonstrated experience in implementing the principles and concepts of financial reporting, budget management and internal controls for procurement, payroll and revenue collection.
4. Proven ability in the use of computer applications, including integrated accounting systems, human resource management systems, Microsoft Office software and databases.
5. Proven ability to organise, prioritise and manage individual and team workloads, and meet deadlines.
6. Substantial knowledge of Work Health and Safety Standards and legislative obligations.

### Desirable

1. Qualifications in the areas of Business or Accounting or extensive experience in similar role.
2. Experience in the use of relevant Accounting software.
3. Demonstrated knowledge and experience with Information Technology systems and equipment.

## Further information

All applicants must undergo a criminal history check and hold a current Working with Children Notice (Ochre Card) from SAFE NT. Larapinta is a non-smoking workplace.

Approved: 30 November 2020

Penny Weily, A/Senior Director School Improvement & Leadership