

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Yuendumu School		
Job Title	Administrative Officer	Designation	Administrative Officer 3 96%		
Job Type	Full Time	Duration	Fixed to 28/01/2022		
Salary	\$58,792 - \$63,450		Location	Yuendumu	
Position Number	37788	RTF	175484	Closing	17/10/2019
Contact	Michael Timewell on 08 8956 4011 or michael.timewell@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 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=175484				

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:

Yuendumu School is located in the community of Yuendumu, 300km northwest of Alice Springs on the Tanami Road. The school provides education from preschool to senior years and also incorporates a Bilingual Resource Development Unit and a Child and Family Centre. Approximately 240 students are enrolled with over 95% speaking Warlpiri as a first language. The School's Administration Officer will liaise regularly with Indigenous and non-Indigenous staff at the school, students and families in the community.

Key Duties and Responsibilities:

1. Perform word processing, data entry, administrative and other tasks in line with school procedures and protocol.
2. Responsible for purchase order requisition preparation and management, recording and receipting monies coming into the school, including for the school nutrition program, and securing and organising for banking of these monies as required.
3. Undertake data entry and management of school data systems to ensure accurate maintenance of all manual and computerised student records.
4. Provide support for front office staff and the management of front office reception activities including answering calls, greeting visitors and supporting management of the school vehicles.

Selection Criteria

Essential:

1. Demonstrated experience working in the delivery of administration and office services.
2. Sound written and oral communication skills and the ability to communicate with senior management, all staff and internal and external stakeholders.
3. Demonstrated ability to manage reception services, including how to handle situations with tact and discretion.
4. Sound organisational skills and the ability to work effectively and with initiative in a busy work environment to achieve expected outcomes across a broad range of functions, with minimal supervision.
5. Well-developed computer skills including the ability to enter data accurately and to review and identify any errors and correct in a timely manner.

Further Information:

The successful applicant will require an Ochre Card (Working with Children Clearance), a Senior First Aid Certificate or the ability to gain one and a Northern Territory driver's licence. Government employee housing is not provided for this position.

Approved: 27 February 2019

Trevor Read, Senior Director School Improvement and Leadership