

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Nhulunbuy Primary School
Job Title	Preschool Assistant / Administration Support Officer	Designation	Administrative Officer 2 92%
Job Type	Part Time	Duration	Ongoing
Salary	\$49,266- \$53,636	Location	Nhulunbuy
Position Number	6956 RTF 154418	Closing	20/11/2018
Contact	Rachel Blundell on 08 8987 0022 or rachel.blundell@ntschoools.net		
Agency Information	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?rtfld=154418		

Primary Objective:

Work in partnership to maintain a welcoming school community under the direction of the Preschool Teacher. Support the teacher's program by setting up activities and learning spaces, providing classroom assistance, supervision of students during activities, preparing support materials.

Context Statement:

Nhulunbuy Primary School is situated in East Arnhem Land in the township of Nhulunbuy located on the Gove Peninsular. The school has a current enrolment of 480 students, including preschool and the Gunyangara Annex. The school has approximately 30% Indigenous population.

Key Duties and Responsibilities:

Work as a collaborative team member to support the learning of Early Childhood students by providing classroom assistance during indoor/outdoor activities, setting up interest centres, preparing support materials, supervising learning activities, observing and recording student's learning, participating in excursions and special events.

Selection Criteria

Essential:

1. Knowledge and skills in the implementation of the Early Learning Years Framework and the National Quality Standards.
2. Required to hold a Certificate III in Education and Care, or equivalent or actively working towards.
3. Ability to work in a team and to follow directions to ensure programs run smoothly.
4. Proven high level of interpersonal skills and the ability to positively interact with Early Childhood students, their parents and other team members in a cross cultural environment.
5. Ability to maintain confidentiality, use discretion and initiative and have a flexible approach when working with young children in an educational or supportive environment.
6. Sound computer literacy skills, including experience with the effective use of various office applications.
7. Current First Aid Certificate and Working with Children Clearance Notice or the ability to obtain these.

Approved: September, 2018

Tracy Hammill, Principal - Nhulunbuy Primary School