| Agency | Department of Education | Work unit | Jingili Primary School |
| --- | --- | --- | --- |
| Job title | Administrative Assistant  | Designation | Administrative Officer 3 96% |
| Job type | Full time | Duration | Ongoing |
| Salary | $62,182 - $66,956 | Location | Darwin  |
| Position number | 25147 | RTF | 283575 | Closing | 19/12/2023 |
| Contact officer | Jemma Rust on 08 8983 7555 or jemma.rust@education.nt.gov.au  |
| About the agency  | <https://education.nt.gov.au>  |
| Apply online  | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=283575>  |
| 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 plansThe 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](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/applying-for-and-filling-jobs/information-for-applicants).  |

# Primary objective

Under the direction of the Business Manager and senior staff provide both financial and general administrative support services for the school. Assist in the daily operational needs, as required, to support young people in a busy and demanding school environment.

# Key duties and responsibilities

1. Undertake data entry and retrieval of school data using the Student Administration Management System (SAMS G2) and ensure accurate maintenance of all manual and computerised student records.
2. Deliver professional office reception and administrative duties including greeting visitors, managing email accounts, answering calls and delivering messages while abiding by the confidentiality restraints surrounding the school.
3. Assist the Business Manager with financial management of the school.
4. Assist in the organisation of school events including booking venues and organising catering requirements.
5. Develop and maintain spreadsheets for various school requirements such as; perform word processing, data entry, administrative and other tasks as directed by principal and or business manager.
6. Provide First Aid to staff and students as required and support their wellbeing and medical needs.

# Selection criteria

## **Essential**

1. Highly developed computer literacy skills, including experience using SAMS G2 for enrolment and attendance, Ci Anywhere or similar, Microsoft Office software applications, and experience operating general office equipment.
2. The ability to work with initiative both independently and as part of a team, maintain integrity and confidentiality, be flexible and converse confidently.
3. Sound written and oral communication, organisational skills and demonstrated ability and experience in providing administrative support, managing work schedules and adjusting priorities to meet deadlines.
4. Ability to work within a cross-cultural school environment, interact effectively with people from diverse cultures and successfully develop effective partnerships with students, parents and colleagues.
5. Current First Aid Qualification or ability to obtain and demonstrate pastoral care for students with a variety of medical and cognitive needs.

## **Desirable**

1. Previous experience working within a NT School environment in an administrative assistant role.

# 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, First Aid Certificate and current drivers licence or the ability to obtain prior to commencement.

**Approved:** November 2023 Jemma Rust, Principal