

JOB DESCRIPTION

Agency	Department of Education		Work Unit	Gray School/Palmerston Child and Family Centre	
Job Title	Administration Support Officer		Designation	Administrative Officer 3	
Job Type	Part Time		Duration	Fixed from 13/01/2020 to 31/12/2020	
Salary	\$61,242 - \$66,094		Location	Palmerston	
Position Number	41513	RTF	178887	Closing	08/12/2019
Contact	Anne Griffiths on 08 8932 1700 or anne.griffiths1@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 resume/cv For further information for applicants and example applications: click here				
Information about Selected Applicant's Merit	If you are selected and 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				
Inclusion & Diversity	The NTPS values diversity and aims for a workforce which is representative of the community we serve. We strongly welcome and encourage people from all diversity groups to apply and strive to accommodate people with disability by making reasonable workplace adjustments when required. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer.				
Special Measures	Under an approved Special Measures recruitment plan, Aboriginal and Torres Strait Islander 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.				
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfId=178887				

Primary Objective:

Provide financial and administrative support to the Administration Manager, the Integrated Early Childhood Service Manager, the Principal and staff in a busy and demanding early years' environment.

Context Statement:

DoE is working in partnership with NT communities to build high quality integrated early childhood services system that meets the needs of young children and families and gives every child the best start in life. Working with the community, the position is to ensure services are streamlined, complementary, working towards, and achieving improved outcomes for NT children and their families.

Key Duties and Responsibilities:

1. Perform word processing, data entry, administrative and other tasks as directed by Business Manager.
2. Responsible for invoicing, accounts payable, accounts receivable (including receipting and banking of monies coming into the school) and preparation and management of purchase orders.
3. Undertake data entry and management of data systems to ensure accurate maintenance of all manual and computerized records including ensuring the integrity and currency of the database.
4. Organise support for front office staff and the management of the front office reception activities including answering calls, greeting visitors and managing the hire of school facilities.
5. Provide administrative support to the front office, the Integrated Early Childhood Service Manager and teaching staff as necessary.

Selection Criteria:

Essential:

1. Sound written and oral communication and interpersonal skills including the ability to interact effectively with people from diverse cultures and work well with a wide range of people with tact and discretion.
2. Demonstrated experience in the management of cash and purchasing including receipting and banking monies.
3. Sound administrative and organisational skills, including tracking and managing work deadlines and adjusting priorities to meet deadlines.
4. Demonstrated sound computer literacy skills, including, experience with the effective use of various office applications.
5. The ability to work in a team and maintain integrity and confidentiality.

Desirable:

1. Knowledge of the operations of the Department or ability to learn these in a timely manner.

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 and current First Aid Certificate.

Approved: November 2019

Rebekah Stapleton, Principal