

Job description

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| Agency | Department of Education | Work Unit | Larrakeyah Primary School |
| Job Title | Assistant Administration Manager | Designation | Administrative Officer 4 |
| Job Type | Full Time | Duration | Fixed from 12/10/2020 to 16/04/2021 |
| Salary | \$71,091 - \$81,611 | Location | Darwin |
| Position Number | 38154 | RTF | 195520 |
| Contact | Rose Gerlach, Business Manager on 08 8981 3211 or rose.gerlach@nts.schools.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 Applicants 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=195520 | | |

Primary Objective:

Provide a high level of administrative and business support through the management of front office functions and staff and provision of financial and information management support to the Business Manager, the Principal and teaching staff in a busy and demanding school environment.

Context Statement:

Larrakeyah Primary is an Independent Public School (IPS), catering for approximately 550 students from Preschool to Year 6. The school is committed to high standards, high expectations and high achievement for students and all staff. The school motto is "Pathways To Excellence". As an IPS, staff are receptive to feedback and committed to further improvement. The school offers several after school programs on a user pays basis. The smooth running of the school is important with an emphasis on high quality and professionalism.

Key Duties and Responsibilities:

1. Responsible for overall management of the receipting, invoicing, accounts payable and receivable processing and purchase order preparation and management functions for the school including advising staff on policies and processes.
2. Ensure timely and accurate management of school data and ensure accurate maintenance of all manual and computerized student records including data entry, data retrieval and report preparation.
3. Provide high level support to the Business Manager in property management, payroll preparation, grant acquittals, maintaining of staff files, managing the budget and preparing financial and project reports for School Council.
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 Principal and teaching staff including word processing, data entry, administrative and other tasks as directed by the Business Manager

Selection Criteria

Essential:

1. Demonstrated sound interpersonal, oral and written communication skills, with an 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 an office environment, management of cash and purchasing including receipting and banking monies in accordance with policies and processes, preparation of payroll and preparation of grant acquittals.
3. Demonstrated high level administrative and organisational skills, including tracking and managing work deadlines, adjusting priorities to meet deadlines and working collaboratively with others.
4. Demonstrated high level computer literacy skills, including, experience with the effective use of various office applications including computerised financial accounting systems such as MYOB and Retail Manager.
5. The ability to work in a team and maintain integrity and confidentiality.
6. Current working with Children Clearance notice and First Aid Certificate or ability to obtain.

Desirable:

1. Knowledge of the operations of the Department and 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 First Aid Certificate.

Approved: August 2020

Fathma Mauger – Principal Larrakeyah Primary School