

## JOB DESCRIPTION

<b>Agency</b>	Department of Education		<b>Work Unit</b>	Parap Primary School	
<b>Job Title</b>	Finance and IT Support Officer		<b>Designation</b>	Administrative Officer 3 96%	
<b>Job Type</b>	Full Time		<b>Duration</b>	Fixed for 12 months	
<b>Salary</b>	\$58,792 - \$63,450		<b>Location</b>	Darwin	
<b>Position Number</b>	5833	<b>RTF</b>	174180	<b>Closing</b>	26/09/2019
<b>Contact</b>	Debby Gribben on 08 8982 2969 or <a href="mailto:debby.gribben@ntschoos.net">debby.gribben@ntschoos.net</a>				
<b>Agency Information</b>	<a href="http://www.education.nt.gov.au/">http://www.education.nt.gov.au/</a>				
<b>Information for Applicants</b>	<b>Applications must be limited to a one-page summary sheet and an attached detailed resume/cv.</b> For further information for applicants and example applications: <a href="#">click here</a>				
<b>Information about Selected Applicant's Merit</b>	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: <a href="#">click here</a>				
<b>Special Measures</b>	The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved <b>Special Measures</b> 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: <a href="#">click here</a>				
<b>Apply Online Link</b>	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfid=174180">https://jobs.nt.gov.au/Home/JobDetails?rtfid=174180</a>				

### **Primary Objective:**

Manage front office functions, financial and operational delivery of IT Services and providing IT support to staff and students in a demanding school environment.

### **Context Statement:**

Darwin's longest established government school, Parap Primary School is located close to the city centre. The school is a learner-centred, nurturing environment, guided by explicit values encapsulated in its motto, *Working Together*. An emphatic focus is placed on quality learning outcomes for all students curriculum wide. The Administration Officer (Schools) and supporting administrative staff in schools play a key role in supporting Principal, Business Manager and teachers.

### **Key Duties and Responsibilities:**

1. Maintain the school's network, computers, laptops, printers and other IT devices.
2. Responsible for invoicing, payroll, accounts payable and receivable, (including receipting and banking of monies coming into the school), uniform stock management and preparation of purchase orders using accounting package MYOB.
3. Undertake data entry and management of school data systems to ensure accurate maintenance of all manual and computerized student records including ensuring the integrity and currency of the database.
4. Supervise front office staff and the management of the front office reception activities including answering calls, greeting visitors and managing the hire of school facilities and maintenance.
5. Provide administrative support to the Business Manager, front office, the Principal and teaching staff as necessary.

### **Selection Criteria**

#### **Essential:**

1. Demonstrated knowledge of office procedures and practices including financial, Admin and School IT Systems.
2. ICT troubleshooting and IT support to staff and students.
3. Proven 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 including integrated accounting programs.
5. Proven oral and written communication skills to be able to communicate effectively with students, staff, including external service providers and also maintaining confidentiality and handling sensitive issues within the school environment.
6. Evidenced well developed organisational skills including the ability to prioritise commitments, provide solutions and adhere to deadlines under pressure.

#### **Desirable:**

1. Knowledge of the Department of Education procurement policies and procedures.
2. Experience in the use of SAMS and integrated accounting packages.
3. NT Drivers Licence.

### **Further Information:**

The successful applicant must have a current Working with Children Card and First Aid Certificate. Hours are 7:30am – 3:21pm

Approved: 12/09/2019

Yvonne Harding, Principal