

JOB DESCRIPTION

Agency	Department of Education		Work Unit	Kintore Street School	
Job Title	Admin Manager		Designation	Administrative Officer 5	
Job Type	Part Time		Duration	Ongoing	
Salary	\$80,235 - \$84,414		Location	Katherine	
Position Number	7624	RTF	164194	Closing	17/04/2019
Contact	Marg Chamberlain on 08 8973 3888 or Marg.chamberlain@ntschoools.net				
Agency Information	https://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?rtfid=164194				

Primary Objective:

Assist in the overall operation of the school, manage all school financial systems, manage and lead the non-teaching administration of the school and supervise non-teaching staff.

Context Statement:

Kintore Street School is a special school in the Katherine region, that caters for students with moderate and severe intellectual and/or multiple physical disabilities and complex needs, ages 3½ to 18 years. The school provides individual programs to suit the Academic, Educational, Social, Emotional, future employment and recreational needs of all our students. The whole school community embraces our motto "Towards Independence"

Key Duties and Responsibilities:

1. Manage the general administration of the school including the performance of non-teaching employees and financial systems including payment of school council employee wages, taxes, Business Activity Statement (BAS) and superannuation within all obligatory guidelines.
2. Liaise with the School Council in the development of draft budgets with reference to the school's priorities and departmental and other income.
3. Coordinate the recruitment and employment of all Public Sector and School Council staff.
4. Manage the repair and maintenance of school facilities including the coordination of contractors and others engaged in work within the school grounds.
5. Undertake purchasing and management of supplies for the school and any financial aspects of project management as directed by the Principal

Selection Criteria

Essential:

1. Demonstrated experience, knowledge and skills in financial management and MYOB accounting procedures including the operation of payroll.
2. Demonstrated ability to manage time effectively, including working with limited supervision, use of initiative and display of sound professional ethics of confidentiality and discretion.
3. Demonstrated ability to work as member of a team, and independently as required, to handle high volumes of work, adapt to changing priorities and meet deadlines, demonstrated ability to interact with people from diverse cultures.
4. Demonstrated ability to create and monitor a comprehensive budget.
5. Hold a current working with Children Clearance Notice.

Desirable:

1. A proven track record in grant writing including but not limited to local and state government grants, federal and commonwealth funding requests and independent foundations and organisations.
2. Senior First Aid qualification.
3. Hold a current NT LR Driving License.