Role Description

Administrative Officer
(Administrative Assistance Enhancement Program (AAEP))

Job Ad Reference
Beginning of school year 2011

Location
Westmar and Lundavra State Schools

Classification
AO2 AAEP Qld Public Service Award 2003

Send Resume to:

Ailsa Bell
Lienassie Road
Goondiwindi Qld 4390
Ph: 07 46 764 139

Heather Castle
18425 Moonie Highway
Meandarra Qld 4422
Ph: 07 46 630 777

Your employer

The Department of Education and Training (DET) seeks to engage Queenslanders in lifelong learning by providing high quality, accessible services to the state's education and training sectors. DET is a diverse organisation with the largest workforce in the state. We provide services through three broad service delivery areas:

- The Office for Early Childhood Education and Care leads early childhood development and education policy and regulates the provision of childcare services.
- Education Queensland Division delivers high quality education to more than 70 percent of all Queensland school students at prep, primary and secondary levels.
- Training Queensland and Skills Queensland work with industry to build a world class training and skilling system to skill Queenslanders including the management of 13 TAFE institutions, regulation of the State's apprenticeship and traineeship system, regulation of registered training organisations and the development of industry engagement models to ensure industry collaboration in Queensland's training and skilling system.

Schools are the focus of expertise in learning. They perform a vital role in providing opportunities to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence and develop social and vocational skills. Their core business is providing a learning program for students to achieve system wide and school based learning outcomes. Schools also aim to facilitate and support participation among parents, students, administrators, teachers and others in the school community and between the school and departmental support structures.

For more information about the department, please visit our website at www.det.qld.gov.au
Your opportunity

As the Administrative Officer (AAEP) you will contribute to the effective and efficient management and administration of the school by providing a high level of administrative support to the Principal/Business Services Manager.

Administrative Officers work in a diverse range of locations, consequently the role of the supervisor will vary significantly. There are no subordinate officers that formally report to the Administrative Officer; although more experienced staff may be required to assist other staff by providing guidance and advice.

Your role

You will have responsibility for leading the following activities and delivery of the following key tasks:

- Develop and maintain the school’s financial/administrative systems and procedures to ensure their efficiency and effectiveness.

How you will be assessed

Within the context of the role described above, the ideal applicant will be someone who has the following key attributes:

1. Demonstrated administrative, keyboard and word processing skills and an ability to operate independently and/or with limited supervision.
2. Demonstrated interpersonal and communication skills including the ability to work with all members of the school community both individually and as a member of a team.
3. Demonstrated knowledge or ability to rapidly acquire knowledge of Education Queensland administrative policies, practices and procedures used in schools, including School Management System (SMS) and SMS Finance.
4. Basic understanding of occupational health and safety, equal employment opportunity and anti-discriminatory practices and behaviour as applied in a work environment.

Additional information

- The Commission for Children and Young People and Child Guardian Act 2000 requires the preferred applicant to be subject to a “working with children check” as part of the employment screening process. DET are legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. Further details regarding this check may be obtained by accessing the web site of the Commission for Children and Young People and Child Guardian at the following internet address: www.ccypcg.qld.gov.au/ or on the Commission’s website at: www.bluecard.qld.gov.au/

- Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Commission for Children and Young People and Child Guardian.


- A criminal history check may be initiated on the successful applicant by the Queensland Police Service.

- A discipline history check may be initiated on the successful applicant.

- If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.

- You may be required to complete a period of probation in accordance with the Public Service Act 2008.

- Staff are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the department.
- You will work for an organisation that values its people and promotes leadership and innovation. We respect professionalism, embrace diversity and a balance between work and life commitments.

- You will be actively supported as an individual and will have access to a range of flexible work options, an employee assistance program and learning and development opportunities.

- Additional information is available online at: www.jobs.qld.gov.au