

Job description

Agency	Department of Education	Work unit	Katherine South Primary School
Job title	Administration Officer	Designation	Administration Officer 3
Job type	Full time - Fixed	Duration	7/10/2024 - 19/09/2025
Salary or Remuneration package	\$64,773 - \$69,746	Location	Katherine
Position number	38668	RTF	Closing
Contact Officer	shayla.rice@education.nt.gov.au or 08 8972 1277		
About the agency	http://www.education.nt.gov.au/		
Apply online	https://jobs.nt.gov.au		

APPLICATIONS MUST INCLUDE A ONE-PAGE SUMMARY ABOUT YOU, A DETAILED RESUME AND COPIES OF YOUR TERTIARY QUALIFICATIONS.

Information for applicants – inclusion and diversity and Special Measures recruitment plans

The NTPS values diversity. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](#).

1. Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](#).

Primary objective

Manage front office functions and staff and provide financial and administrative support to the Administration Manager, the Principal and teaching staff in a busy and demanding school environment.

Context statement

Katherine South Primary School is an open plan school of approximately 250 students. The primary school is located in Katherine South on Riverbank Drive and includes Preschool to year 6. Of the student enrolment, approximately 37% are Indigenous. The school is a high performing learning community with a clear focus on inclusiveness, celebrating diversity and growing a strong sense of community.

Key duties and responsibilities

1. Perform clerical, administrative and reception tasks to ensure an effective 'front of house' and smooth operation for our school community.
2. Responsible for receipting, balancing and banking of monies coming into the school, uniform stock control and payroll using CiAnywhere program, in the Business Managers absence.
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, processing orders and all First Aid requirements.
5. Provide administrative support to the front office, the Principal and teaching staff as necessary.

Selection criteria

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, as well as processing payroll.
3. Demonstrated administrative and organisational skills, including tracking and managing work deadlines and adjusting priorities to meet deadlines.
4. Demonstrated ability to effectively use computer applications including word processing, spreadsheets, student tracking database such as SAMS and financial management systems such as MYOB & CiAnywhere.
5. Proven experience within a school environment and the ability to work in a team and maintain integrity and confidentiality.
6. Applicant must have a current First Aid Certificates or be able to obtain prior to appointment.

Further information

The successful applicant must have a current Working with Children Card.

15 August 2024

Chris Errington, Principal