

School Administrative Officer, Full Time Ongoing - Albury High School

NSW Department of Education and • Thurgoona NSW 2640

 Base pay
\$0 - \$0

 Work type
Full Time

 Contract type
Permanent

Licenses & certifications

CHEMICAL SAFETY

Perks

TRAINING

Skills

MICROSOFT OFFICE

TRAINING

Full job description

Job Description

Organisation/Entity: School Administrative and Support

Job Category: Schools | SASS

Job Location: Regional NSW

Job Reference Number: 00008BJP

Number of Positions: 1

Total Remuneration Package: The hourly rate for this position is \$34.87. The total salary package will include employer's contribution to superannuation and leave loading.

Contact: 02 6021 3488 - Nicole Hayward

Closing Date: 21/06/2021 - 04:00 PM

Principal Network: Albury

Staffing Area: Albury

School Name: Albury High School

FTE: 1.000

Position Information


Job details

 Date posted
08 Jun 2021

 Expired On
25 Jun 2021

 Category
Education, Training & Childcare

 Occupation
School & University Admin

 Base pay
\$0 - \$0

 Contract type
Permanent

 Work type
Full Time

 Job mode
Standard/Business hours

 Work Authorisation
AUSTRALIAN CITIZEN / PERMANENT RESIDENT

The NSW Department of Education provides, funds and regulates education services for NSW students from early childhood to secondary school, delivering world-class education through its public schools and providing funding support to non-government schools. We employ, develop and support teachers, leaders and other staff to deliver the best outcomes for students and to advance the wellbeing of Aboriginal people.

About the Role

A School Administrative Officer provides administrative, financial and student welfare/wellbeing support and assistance in relation to office and classroom activities, including but not limited to the following school settings: the office, sick bay, library, science laboratory, and food technology/kitchen areas.

Essential Requirements

- Working with Children Check Clearance
- First Aid Certificate or willingness to undertake First Aid training.
- Administration of Medications – training to be provided based on student needs.

Selection Criteria

1. Demonstrated capacity to work effectively as part of a team.
2. Administration skills including a knowledge of computer software programs such as Microsoft Office.
3. Effective oral and written communication skills.
4. Ability to meet deadlines.
5. Ability to work with teachers and students.
6. Ability to perform tasks in one or more of the following areas: office procedures; accounting procedures; sick bay; hospitality and /or design and technology; science.

Special Notes

This position is situated within the Science faculty and applicants will be required to have a working knowledge of chemical safety and chemical stock requirements and the ability to prepare experiments. Applicants will be required to demonstrate ability to manage on line ordering and risk safety assessments.

Working within a large team, applicant will be required to demonstrate high levels of organization and good communication skills.

How to Apply

If you are interested in this role, please apply online and attach your resume and covering letter, which clearly details how your skills, qualifications, knowledge and experience can contribute to the success of this role. It is a requirement that you include the name and contact details of two referees. The statement of duties can be accessed [here](#)

If there are targeted questions, you must respond to these (maximum 300

words) and include in your covering letter.

Note: It is a requirement that all candidates submit their applications online via iworkfor.nsw.gov.au. No paper based, email based or late applications will be accepted.