Role Description

Administrative Officer, Administrative Assistance Enhancement Program (AAEP) (Generic)
Job Ad Reference
Job Evaluation No. 13608
TRIM No. 09/172063
Work Unit
State School/State High School or other education institution
State Schools Division
Location
Various schools throughout the State
Classification
AO2 Qld Public Service Award - State 2012
36 ¼ hour week
Job Type
Permanent / Temporary / Full-time / Part-time
Salary Range
per annum
Contact Officer
Contact Telephone
Closing Date

Your employer
The Department of Education, Training and Employment (DETE) is committed to ensuring Queenslanders have the education and skills they need to contribute to the economic and social development of Queensland. The department delivers world-class education and training services for people at every stage of their personal and professional development. We are also committed to ensuring our education and training systems are aligned to the state's employment, skills and economic priorities. DETE is a diverse organisation with the largest workforce in the state. We provide services through four service delivery areas:

- State Schools Division delivers high quality education to more than 70 percent of all Queensland school students at prep, primary and secondary levels.
- Training and Employment Division works to meet the current and future needs of the economy through building a world class training and skilling system to enhance the skills of Queenslanders and optimise employment opportunities through the regulation of the state’s apprenticeship and traineeship system, strategic investment in training and skills, and the provision of whole of government leadership on employment and labour market issues.
- Policy, Performance and Planning Division takes a strategic approach to driving the business of the portfolio, across, schooling, training and employment, early childhood, education and care and Indigenous education policy. The division engages in, policy development and intergovernmental relations, legislation, governance and planning, and monitors and reviews the department's performance framework.
- The Early Childhood Education and Care Division supports accessible and quality early childhood programs and services for young Queensland children and their families. The Division regulates education and care services, funds access to, and the delivery of, quality early childhood programs and services, invests in strategic innovative and integrated programs and works with providers to monitor and meet changing demands and workforce needs. The Division also works closely with the State Schooling Division to provide local early childhood education and care regulation, integration and innovative services including transitional programs, information and parental support.
State Schools Division is responsible for ensuring that every day, in every lesson, every student in state schooling is learning and achieving within a safe, supportive, inclusive and disciplined learning environment and supported by strong governance and efficient business operations. State Schools Division provides support for high quality projects and processes to support schools to improve performance.

State Schools Division develops the strategic direction for state schools, supported by operational policies and ensuring their implementation in regions and schools.

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.dete.qld.gov.au

Your opportunity
As the Administrative Officer 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 and Business Services Manager.
- Develop and maintain the school's financial and administrative systems and procedures to ensure their efficiency and effectiveness.

The Administrative Officer reports to the school Principal or nominated delegate.

Your role
You will have responsibility for leading the following activities and delivery of the following key tasks including a mix of any of the following activities:

General
- Recording and conveying important messages for staff and students.
- Administer first aid to students (only in cases where the administrative officer agrees to be the school's nominated first aid officer. In such cases the administrative officer would be required to be formally trained in the administration of first aid, and keep such qualifications current. All costs associated with obtaining and maintaining qualifications would be met from school funds).
- Processing of incoming and outgoing mail, as well as delivering and collecting mail, parcels and documents.
- Ordering and arranging student transport for sport excursions, trips and other school activities.
- Perform a variety of other administrative or support services as directed.

Keyboard Skills
- Operating computers, word processors, visual display terminals, fax and telex equipment.
- Typing, including the undermentioned items: correspondence, minutes of meetings, policy documents, reports, forms, newsletters, prospectuses, memorandums, examination papers, class notes and School Annual Reports (AOP).
- Application of word processing and spreadsheet software systems knowledge and skills.
Clerical Skills

- Arranging for school maintenance and electrical safety inspections.
- Arranging relief staffing for Teachers, Administrative Officers AAEP, Cleaners who are absent from duty and require replacement.
- Assisting with the operation and control of school hire schemes where appropriate.
- Collection and receipting of monies, including simple accounting and bookkeeping activities. In some schools this may also include the actual banking of monies into school accounts. More experienced officers will be expected to cope with more complex levels of clerical responsibility. These may include processing payment vouchers, cheques and supporting documents and other financial matters.
- Document processing including matching, filing, arranging, tallying, transcribing, charting, sorting to simple criteria with reference to indexes and registers and application of prices, rates.
- Drafting, checking and processing outward correspondence.
- Distributing, extraction, sorting and replacing of files, attachment of papers.
- Sorting forms, vouchers and cheques.

Office Skills

- Operating office equipment such as photocopiers, printers, facsimile machine, binding machine.
- Operating small internal switchboards PABX telephone systems.
- Processing orders and reconciling invoices for payment.
- Taking minutes of meetings.

Liaison

- Provide reception services including receiving telephone calls and visitors to the school and where necessary direct these to appropriate areas within the school campus.
- Arranging bookings for community use of school facilities.
- Arranging appointments for the Principal, Deputy Principals, Business Services Manager and other school staff with parents, students, and members of the public.

Register

- Attending to student admissions and enrolments and maintaining the enrolment and departure registers, rolls and class and staff lists.
- Maintenance of postage and petty cash accounts and other registers for recording receipt of documents and monies.
- Preparation of regular and incident based departmental returns and reports.
- Use of various departmental systems and programs.

Stock Control

- Assisting in stock takes of school plant and equipment.
- Recording of plant and equipment on the school equipment register in accordance with the relevant Administrative Instructions.
- Requisitioning stock, stationery and consumables.
- Ordering, issue and storage of office and general school requisites and maintaining associated records – State Government Purchasing Training delegation required.
How you will be assessed

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

1. **Supports strategic direction**
   Demonstrated knowledge or ability to rapidly acquire knowledge of departmental administrative policies, practices and procedures used in schools, including relevant student and financial software and programs.

2. **Achieves results**
   Demonstrated administrative, keyboard and word processing skills and an ability to work independently or with limited supervision.

3. **Supports productive working relationships**
   Ability to build and sustain positive working relationships while providing prompt and courteous service to clients.

4. **Displays personal drive and integrity**
   Basic understanding of occupational health and safety, equal employment opportunity and anti-discriminatory practices and behaviour as applied in a work environment.

5. **Communicates with influence**
   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.

**Additional information**

- AO2 AAEP appointees have changed employment arrangements regarding hours and changes to hours following confirmed staffing allocation to the school.
- The *Child Protection Reform Amendment Act 2014* requires the preferred applicant to be subject to a working with children check as part of the employment screening process. The department is legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. Further details regarding the blue card system is available at: [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au/)
- Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Public Safety Business Agency (PSBA).
- A criminal history check may be initiated on the successful applicant by the Queensland Police Service.
- A serious discipline history check may be initiated on the successful applicant.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- 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 encourage a balance between work and life commitments.
- Departmental employees are required to acknowledge they understand their obligations under the Queensland Government *Code of Conduct* and the department’s *Standard of Practice* and agree to align their professional conduct to these obligations.
• All roles in the department are responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (for example email, internet and telephone) and public resources (for example computers and network resources). Staff must undertake these tasks in accordance with the department’s information management policies and procedures (for example recordkeeping, privacy, security and email usage).

• 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.

• All role descriptions and recruitment and selection processes are required to be aligned with the Queensland Government Capability and Leadership Framework (CLF). For more information about the CLF, visit www.psc.qld.gov.au

• Additional information is available online at: www.smartjobs.qld.gov.au