Work Profile

Job Title: Admin Officer Senior Schooling
Location: Corinda State High School
Classification: A02
Duration: 19/1/15 to 11/12/15 (possible extension)
Closing Date: COB, 1st December, 2014.
Reporting Relationship: HODs of Senior Schooling and School Business Manager

Role Purpose
As a key member of the school support staff this position participates within a team to ensure a high quality service is achieved for students and parents enrolled at Corinda State High School on a Senior Secondary pathway.

Major Accountabilities
1. Senior Schooling communication - review traineeship opportunities, respond to emails and advertise vacancies and consult with parents
2. Careers Programs – support communication links between parents, work experience providers and students to deliver authentic work experience program
3. Student work placements - liaise, support and establish effective communication with employers to sustain work experience opportunities for students
4. QCS program – preparation of necessary equipment and material
5. Data entry – word processing, excel spreadsheets and other forms of data entry
6. Provide assistance to Senior Schooling HODs in regards to the Independent Learning Centre
7. Traineeships and apprenticeships - communicate and facilitate sign ups with all stakeholders including parents, students and external providers
8. Vocational Education and Training – work under the direction and supervision of HOD to update templates, complete data entry and update school RTO policy documents
9. Support HODs by undertaking miscellaneous duties – which may include but not be limited to word processing, student supervision and consultations, filing, archiving and communicating with external providers and employees

Suitability Assessment Criteria
1. Has a desire to support students learning by assisting HoD and teachers with class material preparation.
2. Has demonstrated effective interpersonal relationships to meet customer needs
3. Is motivated and uses initiative to deliver outcomes of student learners
4. Has strong interpersonal communication skills and time management skills
5. Is able to work collaboratively as part of a team and can build strong working relationships and rapport with a diverse range of people including parents, students and external providers
6. Intermediate knowledge of Microsoft Outlook and Word, basic knowledge of Microsoft Excel.

How to Apply
Please submit an Expression of Interest (Max. 2 A4 pages) addressing your experience and suitability for this role, include 2 Referees, one of whom is your current supervisor. Applications should be addressed to Tim Barraud by the close of business 1st December, 2014. Email: tbarr98@eq.edu.au