



# Ballarat High School *pride, respect and responsibility*

Sturt Street West Ballarat 3350 | Telephone 03 5338 9000 | Email [ballarat.hs@edumail.vic.gov.au](mailto:ballarat.hs@edumail.vic.gov.au) | [www.ballaraths.vic.edu.au](http://www.ballaraths.vic.edu.au)

## POSITION DESCRIPTION: CASUAL ADMINISTRATION OFFICER

TIME FRACTION:	Casual up to 7.60 hours/day
SALARY:	ES Level 1, Range 2
EMPLOYMENT PERIOD:	Casual
VACANCY NUMBER:	Not Applicable
APPLICATIONS CLOSE:	Expressions of Interest

### SCHOOL PROFILE:

Ballarat High School is a learning community where every person is valued, respected, and challenged as a learner.

Ballarat High School commenced in 1907 as Agricultural High School and today has a student population of 1500 students. Ballarat High School has a long history and tradition of providing a quality education to the youth of Ballarat. While the school has changed physically over its hundred-year history, what has not changed is the significant contribution it makes to many young lives.

We endeavour to provide an inclusive, positive, respectful learning environment for all students. We believe in educating the whole person and acknowledge the correlation between student wellbeing, connectedness, and academic achievement. Our mission is to provide the right supports, to the right students at the right time.

Our values of Pride, Respect, and Responsibility under the moto of Duty Always ensure we build and maintain strong and positive relationships. We focus on teaching and learning improvement strategies that will raise standards and outcomes for all individuals in a culture of high expectations, collaboration, shared values, and trust.

Capital infrastructure upgrades in recent years have provided wonderful learning spaces and contribute to our positive, safe, and inclusive school environment.

Please visit [www.ballaraths.vic.edu.au](http://www.ballaraths.vic.edu.au) for additional information.

### ROLE DESCRIPTION:

The holder of this position will work as a member of the office administration team at Ballarat High School, undertaking a range of administration and customer service tasks requiring the use of software including Microsoft and Google products, CASES 21 Finance, CASES 21 Student Administration and Compass.

A rotation system operates within the office environment to maximise job satisfaction, skill sharing and operational efficiency and effectiveness. Administration Officers rotate each 6 months, with the Administration Managers rotating each 24 months.

This position is casual, which involves being called in on an ad hoc basis to cover the Administration Office team as required. The span of working hours could be from 8.15am to 4.36pm, Monday to Friday school days, including a 45-minute lunch break.

As an ES staff member, the range of duties may be expanded in the future in accordance with the ES Level 1 Range 2 Dimensions of Work.

## **RESPONSIBILITIES:**

The following listed responsibilities are designed to be informative, but not exhaustive, as circumstances and requirements may change over time.

### **General administration:**

- Perform administrative tasks to support School operations with a high level of expertise.
- Operate and instruct others in the use of equipment and computer systems.
- Undertake accurate, complete and timely entry and retrieval from database systems.
- Provide document preparation and support.
- Perform filing according to School procedures.
- Develop procedures and guidelines relating to the work area.
- Undertake all work in an efficient, accurate and timely manner, ensuring any discrepancy is fully investigated, reported and rectified.

### **Student administration and attendance:**

- Receive enrolment documentation, check and record data.
- Provide significant support for the grade 6 to year 7 transition process.
- Update records with all required changes in a timely manner.
- Record and communicate student absence details.
- Provide support to Assistant Principals, Sub-school Leaders etc regarding enrolments, exits and student attendance.
- Assist in the implementation of DET and school wide policies.
- Ensure student records are complete and accurate.
- Undertake a range of tasks to support camps and excursions.

### **Finance:**

- Undertake basic financial data and budget management.
- Receipt cash and electronic funds in accordance with Policies.
- Count cash, record and prepare banking documentation daily.
- Check delivery of stock against invoices/delivery documents
- Always check records for completeness and accuracy.

### **Delivery of customer services:**

- Provide a high standard of customer service to students, parents, staff and the wider school community.
- Receive client enquiries and provide direction, advice and assistance.
- Screen and induct school visitors.
- Assist with the liaison and communication between staff and other stakeholders.
- Prepare and publish Parent Newsletter and other publications as required.

### **Management of School environment:**

- Ensure all reception, conference, office and storage areas are in a clean, safe and orderly condition.

### **Support to Leadership staff and School Council:**

- Perform administrative and data entry duties in support of the School Leadership Team and School Council and sub-committees.
- Support the work of the Administration Managers (Office, Finance and Personnel) when required.
- Distribute and courier documents when required.
- Assist with school events and functions as required.

### General:

- Communicate and interact effectively with all staff, students and community members and uphold the school values of Pride, Respect and Responsibility.
- Comply with all appropriate OH&S and risk management procedures and actively encourage compliance by others.
- Assist in the identification of training needs, for self and others.
- Participate annually in Performance and Development Planning.

### KEY SELECTION CRITERIA:

Applicants are requested to present a written response to the key selection criteria below:

1. Extensive experience in the use of CASES 21 Finance, CASES 21 Administration and Compass and the co-ordination of administration support services.
2. Demonstrated technical proficiency relevant to the role, including recent versions of Google and Microsoft products.
3. Demonstrated experience and skill in determining work priorities and their completion within expected time frames, including flexibility to undertake urgent tasks when necessary.
4. The ability to support and/or supervise the work of other support staff and develop standard operating procedures.
5. An ability to communicate effectively including a demonstrated high level of interpersonal skills when relating to staff, students, parents and the wider School community and adherence to the BHS School Values.
6. Demonstrated commitment and capacity to actively and positively contribute to a broad range of School activities as a member of the Administration team.

### WHO MAY APPLY

Individuals with the aptitude, experience and/or qualifications to fulfill the specific requirements of the position.

### EEO AND OHS COMMITMENT

The Department of Education and Training is committed to the principles of equal opportunity, and diversity and inclusion for all. We value diversity and inclusion in all forms – gender, religion, ethnicity, LGBTIQ+, disability and neurodiversity. Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply for roles within the Department. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

### CHILD SAFE STANDARDS:

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at <http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>

### DET VALUES

The Department's employees commit to upholding DET's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. DET's Values complement each school's own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the DET values is available at <http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx>

## OTHER INFORMATION

All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.

Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.

Detailed information on all terms and conditions of employment is available online at the Departments Human Resources website at <http://www.education.vic.gov.au/hrweb/Pages/default.aspx>.

Have or able to obtain an "Employee" Working with Children Check.

## APPLICATIONS

Enquiries regarding the position can be directed to Mrs Lesley Thorpe on 03 5338 9000.

Expressions of Interest should be submitted directly via email to; [ballarat.hs@education.vic.gov.au](mailto:ballarat.hs@education.vic.gov.au)  
Attention: Personnel Manager, marked "Confidential – Casual Administration Officer Expression of Interest".

Responses to the key selection criteria and a resume including the names of three referees and their email address, must be included.