

Job description

Agency	Department of Education	Work unit	Darwin High School
Job title	Administration Officer	Designation	AO2
Job type	Full-Time	Duration	09/05/2022 to 07/10/2022
Salary	\$56,261 to \$61,252	Location	Darwin
Position number	15901	RTF	Closing
Contact Officer	James Whyte, Snr. Operations Manager, 08 8999 1237 james.whyte@education.nt.gov.au		
About the agency	http://www.education.nt.gov.au		
Apply online			

Applications must be limited to a one-page summary sheet and detailed resume

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](#).

Select one of the choices below and remove information not applicable to this vacancy. If the vacancy is not being advertised under a Special Measures plan, delete all.

1. Under the agency's Special Measures recruitment plan eligible Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](#).
2. Under the agency's Special Measures recruitment plan only eligible Aboriginal applicants will be considered for this designated vacancy. For more information on Special Measures plans, go to the [OCPE website](#).

Primary objective

Deliver professional front office services including providing administrative support to the school executive team and teaching staff in a busy and demanding school environment.

Context statement

Darwin High School is an Independent Public School, and is one of only two government schools in Darwin that cater purely for senior students (Years 10 to 12). The school is relatively large in comparison with other NT schools, catering to around 1250 students, with over 150 staff which is made up of NTG employees and School Board employed staff. Strategic oversight of the school is provided via the School Board.

Key duties and responsibilities

1. Perform word processing, data entry, administrative and other tasks as directed by the Snr. Operations Manager.
2. Responsible for accurately and timely receipting of all monies coming into the school and securing and banking these monies as required.
3. Undertake data entry and retrieval 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. Deliver professional front office reception activities including answering calls, greeting and signing in school visitors.
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.
2. Ability to manage cash including receipting and banking monies in an accurate and timely manner.
3. Sound administrative and organisational skills, including tracking and managing work deadlines and adjusting priorities to meet deadlines.
4. Sound computer literacy skills, including experience with the effective use of various office applications.
5. The ability to work in a team and maintain integrity and confidentiality.

Further information

From 24 December 2021 all NTPS employees subject to the Chief Health Officer Directions No.55 of 2021 are required to provide evidence of two approved COVID 19 vaccination except in circumstances where there is a medical exemption.

Additional inclusions may include further information that is relevant to the vacancy; for example, criminal history checks, flexibility in starting dates, requirements for travel, etc.

Approved: May 2022

Jill Hazeldine, Principal