For more information about the department, please visit our website at <www.gdept.qld.gov.au>.

Schools.

Schools are the focus of expertise in learning. They perform a vital role in providing opportunities to students to develop knowledge and understandings, pursue special interests, strive to achieve excellence and develop social and vocational skills. Their core business is providing quality education to students to become effective learners.

The Office of Early Childhood Education and Care leads early childhood development and education policy and regulates the provision of childcare services.

The Department of Education, Training and Employment (DETE) is committed to ensuring Queenslanders have the skills they need to contribute to the economic and social development of Queensland.

The Queensland Education and Training System delivers high quality education to more than 70 percent of all Queenslanders.

The Department of Education Training and Employment delivers high quality education and training to help Queenslanders develop the skills they need to contribute to the economic and social development of Queensland.

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Your employer

Closing date

Contact Telephone

Contract Officer

Salary Range

Job Type

Classification

Location

Work Unit

Department of Education, Training and Employment

Role Description

Permanant / Full-time / Part-time

AOD & Public Service Award 2012

Various schools throughout the State

Education Queensland Division

other education institution

State Schools/State HTH School/Special School or

TRM No.

(General)

Employment Program (AEP)

Administrative Assistance

Administrative Officer
Office Skills

- Operating office equipment such as photocopiers, printers, reception machine, binding machine etc.
- Sorting forms, vouchers, cheques etc.
- Distributing, faxing, sorting and filing of letters, correspondence, files, etc.
- Entering and processing outwards correspondence
- Maintaining correct filing system of files, letters etc.
- Performing and recording mail scanning, incoming, outgoing, clearing
- Sending and receiving of mail
- Handling and responding to incoming mail

Documentation and Record Keeping

- Preparing and submitting documents and records
- Ensuring all documents are kept in order
- Collecting and recording of money
- Issuing and receiving of money
- Preparing and maintaining bank accounts
- Preparing and maintaining accounts

Arranging School Meetings

- Arranging school meetings
- Arranging parent meetings

Computer Skills

- Application of word processing and spreadsheet software
- Knowledge of computer systems

Keyboard Skills

- Typing at a rate of 60 words per minute
- Ability to use Microsoft Office

General

- Perform a variety of other administrative or support services as directed
- Overseeing and arranging student transport for school excursions, trips and other school activities
- Processing of invoices and receipts
- Managing and reconciling bank accounts
- Record and conveying important messages for staff and students

The duties performed by an administrative officer include a mix of any of the following activities.

Your Role

The position of an Administrative Officer reports directly to the School Principal or nominated delegate.

- You will have responsibility for leading the following activities and delivering the following key tasks:
- Developing and maintaining the school's financial/administrative systems and procedures to ensure high efficiency
- Contributing to the effective and efficient management and administration of the school by providing a high level of support to the Principal/Business Services Manager.

Your Opportunity

As the Administrative Officer you will:

- Have the opportunity to develop your skills and experience in a dynamic and challenging environment.
- Be part of a team that is dedicated to providing the best possible learning experience for our students.
- Have the opportunity to work closely with the Principal and other members of the senior management team.

You will:

- Be a self-motivated and organized individual
- Have excellent communication and interpersonal skills
- Be able to work independently
- Have a high level of attention to detail

Application Procedure

- Please submit your application via our online portal
- Include a cover letter outlining your skills and experience relevant to this position
- Attach a current resume

Closing Date

- Applications will be accepted until 30th June 2023

We look forward to receiving your application.

[Signature]
[Name]
[Date]
5. Communicates with influence
   - Basic understanding of occupational health and safety, equal employment opportunity, and discrimination
   - Displays personal drive and integrity

4. Chester:
   - Ability to build and sustain positive working relationships while providing prompt and courteous service to
   - Support productive working relationships

3. Demonstrated administrative skills and work processing skills and in ability to work independently and/or
   - Demonstrated knowledge of ability to rapidly acquire knowledge of departmental administrative policies

2. Achieve results
   - Procedures and procedures used in schools, including internal student and financial scholarship programs

1. Support strategic direction

Within the context of the role described above, the ideal applicant will be someone who has the following key attributes:
Additional information is available online at www.jobs.gov.au


• All roles described in recruitment and selection processes are required to be aligned with the Queensland Government Code of Conduct and the Department's Standards of Practice and agree to all their professional obligations and career development opportunities.

• Additional support will be actively supported as an individual and will have access to a range of flexible work options.

• You will be actively supported to ensure, they understand their obligations under the Queensland Government Code of Conduct and the Department’s Standards of Practice, and their professional obligations and career development opportunities.

• You will work for an organisation that values its people and promotes leadership and innovation. We respect the department's values and expect our employees to embrace diversity and make a positive contribution at work and outside work.

• If the successful applicant has been employed, a copy of their employment is required.

• A criminal history check will be initiated on the successful applicant by the Queensland Police Service.

• A non-disclosure policy applies to Queensland government buildings, offices and motels.

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• The Commission for Children and Young People and Child Guardian.

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