



# POSITION DESCRIPTION

**Directorate:** Education

**Position Number:** P00559

**Branch:** School Improvement

**Classification:** AS04

**Business Unit:** Curtin Primary School

**Location:** South Weston Network

**Position Title:** Administration/Staffing Officer

**Last Reviewed:** 22 June 2026

**Position Requirements:** A current Working with Vulnerable People (WWVP) registration

The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours [Values and Signature Behaviour - ACTPS Employment Portal](#)

## DIRECTORATE OVERVIEW

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The [ACT Education Directorate](#) (Directorate) delivers high quality education services through government schools, registers non-government schools and administers vocational education and training in the ACT. The Directorate aims to develop and deliver educational services to empower each child and young person in the ACT to learn for life.

The Education Directorate is one of seven ACT Government Directorates established with a collaborative purpose to achieve the ACT Government's priorities and to serve the community. The Education Directorate services include the provision of public-school education, regulation of education and care services, registration of non-government schools and home education.

**What is important to us:** We are an education system that empowers our young people to thrive in ways that foster a democratic, equitable, diverse and prosperous society.

**Our Mission:** We develop and deliver educational services to empower each young person in the ACT to learn for life.

**Our Vision:** Our Directorate values of respect, integrity, collaboration, and innovation reflect the employee values of the ACT Public Service. These core values underpin our service delivery and are the cornerstone of our workplace environments. Translating these values into daily practice is an expectation of all ACT public servants.

The ACT public education system continues to expand with over 50,000 students attending 92 public schools, comprising:

- 52 preschool to year 6 schools (including four Koori preschools);
- nine year 7 to 10 high schools;
- eight year 11 and 12 secondary colleges;
- six early childhood schools (preschool to year 2);
- four specialist schools;
- eight preschool to year 10 schools (including one Koori preschool);
- one kindergarten to year 10 school; and
- one year 7 to 12 school.

The Directorate also has responsibility for the planning and coordination of early childhood education and care services for the ACT.

The Directorate is structured around four divisions: School Improvement Division; System Policy and Reform; Business Services Division and Service Delivery and Design. The Directorate employs approximately 7,050 staff including 4,211 school teachers and leaders.

Further information about working in the ACT Public Service and the Education Directorate can be found at <https://www.jobs.act.gov.au/about-the-actps> and <https://www.education.act.gov.au/>.

## **BRANCH OVERVIEW**

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The School Improvement Branch works closely with schools supporting them to develop sustainable processes that ensure a culture of school improvement and accountability related to their individual context.

## **SCHOOL OVERVIEW**

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ACT Public Schools deliver quality education to shape every child's future and lay the foundation for lifelong development and learning.

Curtin Primary School, located in Weston Creek and enrolling approximately 480 students, is a dynamic and student-centred learning community. Guided by our values of Determination, Innovation and Integrity, we empower every student to thrive. Our high-performing, collaborative team operates as a strong Professional Learning Community, dedicated to high expectations, meaningful relationships, and continuous improvement.

## **POSITION OVERVIEW**

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The successful applicant will undertake the management of staff/ human resource processes in accordance with legislative/ policy requirements. Manage staff data and associated records in a confidential and sensitive manner. Manage relief teaching and school support staff, manage bookings and staff leave, and assist the principal with overall staffing for Curtin Primary School.

In this position, the applicant will need the ability to develop, implement and maintain processes that contribute to the efficient and effective management of the school. The role will also involve the management and oversight of student Enrolment at Curtin Primary. The successful applicant will also support the Business Manager in day-to-day activities and undertake administrative duties in our front office as directed.

## WHAT YOU WILL DO

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This position is an active member of the Curtin Primary administration team assisting with the operations of the school business and is accountable to the ACT Education Directorate. The Administration Officer-Staffing will work under general direction in relation to established priorities, task methodology and work practices to provide support to the Business Manager in the day-to-day administration of the school in line with school requirements and Directorate priorities.

### **Staffing Administration**

Under general direction:

- Responsibility for booking day-to-day relief staff to cover classes and programs using the school's and online Directorate systems.
- Advise and administer leave and employee absences according to the Directorate's policies, procedures, and guidelines.
- Work in collaboration with the school executive/leadership team to support related matters of relief staffing including staff contracts, probation, and induction processes.
- Assist, develop, implement, and maintain ICT systems and records management programs relevant to the range of human resource management functions which may Kronos, HR21 and other school-based systems.
- Record keeping for ACT Teacher Quality Institute, Working with Vulnerable People registrations, professional learning register, and staff induction.
- Coordinate sensitive documentation by maintaining confidentiality requirements according to relevant legislative and policy principals.

### **Executive Support**

Under general direction:

- Provide executive support to the principal and executive staff including diary/calendar management.
- Coordinate and oversee the workflow of the principal's office.
- Develop, implement and maintain processes that contribute to the efficient and effective management of the principal's office / school executive team.
- Coordinate and support meetings, presentations and other school events as required; provide secretariat support including the preparation and distribution of meeting agenda and minutes, drafting and / or collation of papers.
- Manage customer relationships and negotiate with a range of internal and external stakeholders as required.
- Prepare correspondence and reports; provide advice based on knowledge, interpret and apply legislation, policy, procedures and guidelines.
- Organise, monitor, order and replenish consumables, equipment and resources; obtain quotes and / or make purchases as required; monitor expenditure against work area budget.
- Coordinate sensitive documentation by maintaining confidentiality requirements according to relevant legislative and policy principles.

### **Student Administration**

Under general direction:

- As the school enrolment officer, maintain accurate class and attendance data and enrolment processes.
- As part of the senior administrative team, provide appropriate advice and support to staff and parents on student related matters.

- Sensitivity and confidentially reporting parent or student concerns and other relevant information provided to the appropriate team members with the ability to resolve queries independently.
- Coordinate sensitive documentation by maintaining confidentiality requirements according to relevant legislative and policy principles.

### **Administrative Support**

Under general direction:

- Provide high level administrative support to the Business Manager, Principal, Deputy Principal and executive teachers.
- Provide administrative assistance to the school teaching staff through centralised processes and procedures with the ability to make recommendations for improvement.
- Assist with general office support services which include keyboarding, photocopying, record keeping, database management and reception services.
- Prepare correspondence and reports; provide advice based on knowledge, interpret and apply legislation, policy, procedures and guidelines.
- Monitor correspondence, including emails and workflow to ensure deadlines are met and matters are attended to in a timely manner in a fast-paced environment.
- Coordinate sensitive documentation by maintaining confidentiality requirements according to relevant legislative and policy principals.
- Maintain a clean and safe work environment for students and staff; undertake relevant workplace health and safety requirements and, where necessary, undertake risk assessments and initiate appropriate action.

### **Staff Supervision:**

- With assistance from the Business Manager, supervise and mentor other team members, when requested, to achieve their duties in the day-to-day operations of the team. These duties may include, but are not limited to:
  - Answering phones and general family and student enquiries
  - Coordinating student related administration such as absences or enrolments
  - Financial processes such as receiving and receipting payments
  - Written communication such as email enquiries
  - General administrative duties such as coordinating meetings, data entry or printing and filing.

### **Teamwork**

- Work effectively in a team environment by working with others towards a common goal.
- Plan, set priorities and meet deadlines with minimal supervision.
- Assist other staff to meet team and individual deadlines.
- Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behavior consistent with the ACTPS Respect, Equity and Diversity framework.

### **Communication and Stakeholder Management**

- Provide excellent customer focused service to students, staff, and the school community.
- Develop collaborative relationships with key stakeholders and external agencies with the ability to deal with complex matters with assistance from supervisor.

- Effectively communicate with sensitivity both orally and in writing.
- Prepare documentation such as school newsletters and general correspondence.

### **Business Strategy and Improvement**

- Participate in work area business planning and improvement; provide input and assist in the review, development and implementation of policy, guidelines, and procedures.
- Exercise initiative and judgement in solving day-to-day operational problems and suggest new ways of working to improve service delivery.
- Assist the line area manager to meet the relevant priorities and targets outlined in the school improvement plan and other strategic documents.

### **Records Management**

- Maintain a range of record keeping systems and databases including staff and student files.
- Under general direction, contribute to the compliance of student related information, record keeping and processes according to Education Directorate requirements and legislation.

## **WHAT YOU REQUIRE**

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The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

### **Professional / Technical Skills and Knowledge**

1. Manage staffing/ human resources processes. Ability to interpret and apply relevant ACT Public Services/ Directorate human resource management legislation/ policy.
2. Demonstrated high level administrative skills including the ability to operate a variety of computer programs, databases and other records management systems.
3. Ability to interpret and apply rules, regulations and procedures to provide advice and make decisions with general direction under appropriate delegations.

### **Behavioural Capabilities**

1. Well-developed interpersonal, oral and written communication and liaison skills with an attention to detail and the ability to communicate sensitively and effectively with a range of stakeholders.
2. Demonstrated commitment and experience in high quality customer service principles and practice.
3. Proven organisational skills with the ability to work effectively in busy situations, in a team environment or independently and the ability to meet deadlines with minimal supervision.

### **Compliance Requirements / Qualifications**

This position requires a Working with Vulnerable People (WWVP) Registration prior to commencing in this role.

## **Desirables**

- Experience in an administration role.
- Knowledge of HR and staffing related roles
- First Aid Certificate or a willingness to undertake appropriate training.
- Business qualifications or experience in a business-related role
- Excellent knowledge of Microsoft Outlook, Word and Excel.
- Knowledge of school specific software including Sentral, Kronos, HR21 or similar.

## **Other information**

### **Working in a School Setting Duty of Care**

The legal duty of care requires that all staff should take all reasonable measures to ensure the safety of any student. Whilst Administrative Service Officers (ASO) do not have the same level of duty of care as teachers, because of the student/teacher relationship that exists and teachers' professional standing, all staff are required to take reasonable steps to protect students against risks of injury that could have reasonably been foreseen.

The duty is not to ensure that there is no injury but to take reasonable care to prevent injury that could have reasonably been foreseen. The level of duty of care for ASO staff will depend on the individual role and the arrangements put in place by the principal.

All ASO staff are responsible for providing basic physical and emotional care for students. This may include activities such as toileting, assisting with meals and lifting of students and/or the provision of support to students in accordance with approved student health care/treatment plans. The degree of responsibility for these activities will vary depending on the role, individual student needs and the working environment.

### **Employment conditions**

A full-time Administrative Service Officer's ordinary hours of work are 147 hours over a four-week period (ie. an average of 73 hours 30 minutes per fortnight or 36 hours 45 minutes per week).

Administrative Service Officers usually work 7 hours 21 minutes per day with an additional 60 minutes for a lunch break.

Administrative Service Officers in schools are required to work during school stand down periods (school holidays), noting that flexible working conditions may apply on an individual basis.

### **Extracurricular activities**

Administrative Service Officers in schools may be required to assist teachers with the care and supervision of students in out-of-class activities including on school excursions, overnight camps and when transporting students to other campuses or facilities.

These school activities may be in addition to their ordinary hours of work. In these circumstances, participation is voluntary and following agreement with the principal, Administrative Service Officers may be granted flex or overtime in accordance with the enterprise agreement.

The degree of responsibility for these activities will vary dependant on the Administrative Service Officer, student needs and environment.

### **Mandatory reporting requirements**

Administrative Service Officers in schools also have an additional responsibility for the care and protection of students. *The Children's and Young People Act 2008* (the Act) identifies certain persons, including teachers and public servants who in the course of their employment works with or provides services to children and young people, as mandatory reporters.

A mandatory reporter must notify Care and Protection Services when they believe, on reasonable grounds, that a child or young person has experienced, or is experiencing, sexual abuse and/or non-accidental physical injury.

### **Reportable conduct**

The ACT Reportable Conduct Scheme is an employment based child protection measure designed to ensure that allegations and convictions against employees, related to abuse and misconduct against children, are identified and acted on appropriately. The Scheme was developed in response to the Royal Commission into Institutional Responses into Child Sexual Abuse and mirrors the NSW system, which has proven to be an effective and successful model.

The ACT Education Directorate is considered a 'designated entity' under the scheme and as such is required to report allegations, offences or convictions relating to child abuse or child-related misconduct by an employee, to the ACT Ombudsman. For the purposes of the scheme, a child is classified as a person under 18 years old.