



# POSITION DESCRIPTION

**Directorate:** Education

**Position Number:** P56481

**Branch:** South/Weston

**Classification:** AS04

**Division:** School Improvement and Performance

**Business Unit:** Alfred Deakin High School

**Position Title:** Staffing Officer

**Last Reviewed:** January 2024

**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 90 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.

Alfred Deakin High School is a secondary school, years 7 to 10 in Deakin. Alfred Deakin High School is a highly regarded ACT public school, committed to nurturing every student through a wide range of flexible, engaging, and personalised learning experiences. Our core values - Excellence, Responsibility, Community, and Respect are embedded in every aspect of school life. They shape our culture, guide our decisions, and foster a safe, inclusive environment where both students and staff take pride in their learning.

Alfred Deakin is a diverse, vibrant, and inclusive community—one where students feel safe, supported, and truly known. Where difference is celebrated and where every young person is empowered to discover who they are, and who they can become.

## **POSITION OVERVIEW**

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The Staffing Officer position is an integral part of Alfred Deakin High School, responsible for the day to day booking of relief staff, record keeping for TQI, WWVP and managing staff contracts, assisting the School Board as Assistant Returning Officer and providing administrative support to the Front Office, including First Aid support and flu vaccination administration work.

The Staffing Officer will be required to start working as early as 7:30am to meet the needs of the position.

## **WHAT YOU WILL DO**

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

Duties include:

- Coordinates staffing/human resource management process for the school in line with legislation and policy requirements.
- Monitors and records staff leave, leave forms and supporting documentation. Including records management of staff files.
- Monitor and file staff contract probation reports each semester.
- Track and advise on contract expiry dates, HDAs dates, and temporary transfers.
- Provide support to the Senior Executive Team creating and extending staff contracts, processing change of hour forms, leave forms and COVID leave.
- Coordinate new staff badges and liaise with the Business Manger to allocate keys to new staff.
- Liaise with the IT officer for IT access and computers for new starters.
- Maintain the staff phone list each term.
- Communicate and liaise with staff and provide high level support related to staff and HR to the Senior Leadership Team.
- Monitor and manage staffing inbox & phone messages. Seek and book relief staff as required.
- Review and manage Timetabling Solutions – Daily Organiser module daily.
- Enter all staff away into leave master to record leave.
- Track and maintain WWVP & TQI status spreadsheet for all staff.
- Update staff details in Sentral annually and enter new staff into Sentral.
- Source, administer and support casual staff from KRONOS as required.
- Regular meetings with the Deputy Principal and Business Manager regarding staffing.
- Provide staff with HR advice as required.
- Provide high level administrative support to the School Board as Assistant Returning Officer.
- Administer the ADHS info email inbox
- First Aid Officer
- Provide support to the Front Office

## WHAT YOU REQUIRE

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

### Professional / Technical Skills and Knowledge

1. Demonstrated understanding of school staffing practices and the ability to support workforce planning, recruitment, leave management and daily staffing operations within an educational environment.
2. Demonstrated ability to understand and apply policies and procedures, provide practical advice to staff, and make sound decisions within the scope of the role.
3. Demonstrated high level administrative skills including the ability to operate a variety of computer programs, databases and other records management systems. This may include use of software such as Timetabling Solutions (Daily Organiser), Sentral and Kronos.
4. Ability to handle confidential and sensitive information in accordance with relevant legislative and policy principles.

### Behavioural Capabilities

1. Well-developed interpersonal, oral and written communication and liaison skills with the ability to communicate sensitively and effectively with a range of stakeholders.
2. 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.
3. Ability to adapt and be flexible to accommodate change and provide responsive services to meet student needs.

### 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.
- First Aid Certificate or a willingness to undertake appropriate training.
- Excellent knowledge of Microsoft Outlook, Word and Excel.
- Knowledge of school specific software including Sentral and Timetabling Solutions & Kronos

### Eligibility/Other Requirements

An ASO4 Staffing Officer is required to start work as early as 7:30am to meet the needs of the position. An ASO4 is also required to work during stand down periods between school terms to

undertake duties as directed, for example, records management, program preparation, noting that flexible working conditions may apply. This will be subject to negotiation with the Business Manager.

## **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.