



# POSITION DESCRIPTION

**Directorate:** Education

**Position Number:** P58977

**Branch:** School Improvement

**Classification:** ASO 3

**Business Unit:** Wanniasa School

**Location:** Wanniasa

**Position Title:** Administration Officer

**Last Reviewed:** 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

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);
- ten 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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Wanniassa School is a small vibrant P–10 school operating across two campuses; Junior Campus P–6 and Senior Campus 7–10. The staff have a strong sense of identity and a shared commitment to supporting every student to learn, grow and experience success. Our work is guided by the values of teamwork, a focus on improvement, and inclusion. We value people who support others, share practice, strive for excellence and help create a school environment where everyone feels welcome and respected.

## **POSITION OVERVIEW**

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This position is a key member of the school's front office administration team, working at the satellite office on the Junior Campus. The successful applicant will demonstrate strong interpersonal skills and ability to work collaboratively with staff, students, families, and the wider school community. They will have strong written and verbal communications skills as well as excellent attention to detail, be proactive and can manage multiple tasks in a timely manner. They will demonstrate a considerable degree of independence to manage workflow and prioritisation of tasks.

The successful applicant will manage all day-to-day aspects of the front office, including preschool to year 6 enrolments in line with the Education Directorate's policies and procedures, provide high level administrative duties required in the front office school environment.

The applicant will be required to apply legislation, policy, procedures, and guidelines in line with the Directorate/ACTPS. The position requires a high-level of confidentiality and discretion due to the sensitive nature of the information being handled.

## WHAT YOU WILL DO

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This position is a key member of Wanniasa School's Front Office team assisting with the operations of the school business and is accountable to the ACT Education Directorate. Junior Campus Front Office staff works under general direction in relation to established priorities, task methodology and work practices to provide operational support to the Junior Campus Deputy and Business Manager in the day-to-day administration of the school in line with school requirements and Directorate priorities and policies and procedures. They will provide a welcoming and safe environment for all students, families and external stakeholders.

### **Administration**

- Manage the P-6 enrolments process in accordance with Directorate Policies and Procedures.
- Coordinate the administrative aspects excursions, including but not limited to: records management, liaising with teachers, parents and/or students to receipt payments, manage parent enquiries, permission notes and general communication.
- Maintain accurate & compliant student records using a range of record keeping systems and databases including student files (including Medical Information).
- Manage student records movement and ensure compliance with record keeping and processes according to Education Directorate requirements and legislation.
- Assist a diverse range of student and family enquiries throughout the year across a broad range of topics including enrolments, attendance, absences, and key dates.
- Sensitively and confidentially report parent or student concerns and other relevant information provided to the appropriate team members.
- Coordinate sensitive documentation by maintaining confidentiality requirements according to relevant legislative and policy principals.
- Provide appropriate advice and support to staff and parents on student related matters.
- Develop collaborative relationships with key stakeholders and external agencies.
- Support the functions of student enrolment requirements and associated processes in accordance with relevant legislation and Directorate policy

### **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 behaviour 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 through managing customer relationships with a range of internal/external stakeholders/clients as required. Key stakeholders include teachers, school psychologists, parents/carers and Education Directorate staff.

- 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.
- 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 suggests 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.

## **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.

1. Sound understanding of and ability to maintain enrolment functions according to Directorate policies and procedures including experience in the use of computerised management systems.
2. Ability to handle confidential and sensitive information with a high level of attention to detail in accordance with relevant legislative and policy principles.
3. Demonstrated high level administrative skills including the ability to operate a variety of computer programs, databases and other records management systems
4. Ability to interpret and apply rules, regulations and procedures to provide advice and make decisions with general direction under appropriate delegations.
5. Well-developed interpersonal, oral and written communication and liaison skills with the ability to communicate sensitively and effectively with a range of stakeholders.
6. Demonstrated commitment and experience in high quality customer service principles and practice.
7. Proven strong 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**

- Knowledge of school specific software including Sentral.
- Excellent knowledge of Microsoft Outlook, Word and Excel.
- Diabetes and anaphylaxis management training or a willingness to undertake.
- First Aid Certificate or a willingness to undertake appropriate training

## **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.

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