

Expression of Interest

INNISFAIL STATE COLLEGE – Inclusion Dept

Temporary AO2 Administration Officer – Inclusion

24 hours per week plus ADO

2022 school year with the possibility of extension

Innisfail State College is looking for a highly motivated and enthusiastic Temporary Administration Officer for 2022 school year with the possibility of extension. As an Administration Officer for our Inclusion dept and front office, you will contribute to the effective and efficient administration management of Inclusion by providing relevant and timely service to the school community and administration support to the Deputy Principal Inclusion and Business Manager.

Key responsibilities include:

- Visitor sign in
- General telephone enquiries
- Maintain Inclusion student information in One School
- Academic, behavior and attendance data assistance –collaborate with Deputy Principal
- General office duties and administrative support /other administration tasks as required

Application process:

To apply please submit a Resume, one-page written response addressing the criteria below and contact details for 2 referees by the closing date. A copy of your current Blue Card should also be included.

1. A high level of computer skills including Outlook, Word and Excel. Knowledge of OneSchool is preferred.
2. Ability to rapidly acquire knowledge of departmental administrative policies, practices and procedures used in schools.
3. Demonstrated high level interpersonal and communication skills including the ability to communicate messages clearly and concisely to deliver quality service outcomes for the school community.
4. Ability to perform under direction, with the ability to manage multiple tasks, prioritise work demands and meet deadlines.

The Child Protection Reform Amendment Act 2014 requires the preferred applicant to be subject to a working with children check as part of the employment screening process. The successful applicant must have a positive blue card prior to commencing. The department is legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. A criminal history check will also be initiated for the successful applicant.

Enquiries should be directed to the Business Manager, Alana Robertson - 40780222

Applications to be emailed to arobe96@eq.edu.au

Closing date for applications is 4pm, January 14th, 2022.