



Cloncurry

State School P-12

Courtesy, Truth & Knowledge

Principal: Christine Norton

Deputy Principal: Brendan Baillie

Head of Department: Helen Chivers

Daintree Street (PO Box 337) Cloncurry QLD 4824 · Ph 07 4742 8333 · Fax 07 4742 8300 · www.cloncurryss.eq.edu.au

Cloncurry State School P-12 is currently seeking an administrative officer who is highly motivated and has excellent communication and time management skills to work in a busy office completing student management duties where no day will ever be the same. If you are highly organised, multi-skilled, possess confidentiality, a good communicator and have experience in administrative duties please forward your application as per below details.

Job type	Permanent Part-Time – 60 hours per fortnight
Occupational group	Administration Classification: AO2
Workplace location	Cloncurry State School P-12
Job Ad Reference	AAEP-AO2
Closing Date	Wednesday 14th March 2018 @ 12NOON
Yearly Salary	\$41,964.00 approx
Fortnightly Salary	\$ 1,614.00 approx
Contact Person	Christine Norton
Contact Details	Phone: 47 428 333 Email: the.principal@cloncurryss.eq.edu.au

Your role:

- Use the One School Application online system
- Student Management – enrolment-departures and data entry
- Roll marking, Student attendance entry, tracking and data for attendance awards
- Same day text messaging monitoring and recording to manage absences
- General administration duties including filing and archiving student records
- Management of sick bay and management of student medication
- Organising Evacuation Drills
- Regular daily updates to school Facebook site of student activities

Successful applicants will be highly organised, a confident communicator, have the ability to be highly confidential and have the ability to work independently and under supervision of the Business Manager

Applications:

- Please forward resume including contact details for 2 referees (one of whom should be your current supervisor)
- Please provide one page document and address key duty roles of: Communication skills, Organisational Skills and Computer skills.
- Applications to be marked and forwarded to:

PRIVATE AND CONFIDENTIAL
The Principal
Cloncurry State School P-12
Post Office Box 337
CLONCURRY QLD 4824

Alternatively applications can be emailed to: the.principal@cloncurryss.eq.edu.au

CLOSING DATE FOR APPLICATIONS: WEDNESDAY 14th MARCH 2018 @ 12NOON.



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Additional information:

- ♦ 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 Department is legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. Further details regarding the blue card system is available at: www.bluecard.qld.gov.au/ .
- ♦ The prospective employee is responsible for the cost of the initial Positive Notice blue card
- ♦ Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Public Safety Business Agency (PSBA)
- ♦ A criminal history check will be initiated on the successful applicant
- ♦ Successful applicant will be required to complete Mandatory training in Code of Conduct and Student Protection
- ♦ A non-smoking policy applies in Queensland Government buildings, offices and motor vehicles