



PICTON HIGH SCHOOL

Creating Opportunities Achieving Success

480 Argyle Street Picton 2571
02 4677 1242
Picton-H.School@det.nsw.edu.au

Casual – School Administrative Officer (SAO)

Expression of Interest

In accordance with the Department of Education role statements, the position of School Administrative Officer can

include (but is not limited to) the following;

- School Administrative Officers Support the principal and the supervisor (SAM) to maintain school routines. Their duties include assisting in the school library, science or home science areas, operating and maintaining classroom and office equipment and, undertaking an administrative and financial role in the school office or reception area.

If you are interested in becoming part of a casual pool of non-teaching staff at Picton High School, please submit to the school either personally or via email (picton-h.school@det.nsw.edu.au) the following:

- Your current resume which includes the names and contact details of two referees
- a cover letter of no more than one page detailing how your capabilities, knowledge and experience address the following selection criteria;
 - effective communication skills
 - ability to meet deadlines
 - ability to work with teachers and students
 - ability to perform tasks in one or more of the following areas: office procedures; accounting procedures; word processing; operation of computers and/or classroom/office equipment; library procedures; hospitality and/or design and technology science.

If your application is successful and you are short listed, you will be required to provide your proof of identity information and complete a CRIMTRAC declaration. As this is child-related position, you will also be required to obtain a Working with Children Check (WWCC) Clearance number as a condition of employment (if you do not already have this). For more information, visit <http://www.kidsguardian.nsw.gov.au/working-withchildren/working-with-children-check>

You will also be required to complete mandatory training as follows;

- Anaphylaxis e-learning (APTSS) (H&S)
- e-Emergency Care (APTSS) (H&S)
- Mandatory Child Protection Training (MyPL)
- Corruption Prevention for Public Schools (MyPL)
- WHS Induction for Employees (H&S)
- Code of Conduct

Any queries relating to this can be directed to the School Administrative Manager (SAM) on the school phone number 46771 242 or via the school email picton-h.school@det.nsw.edu.au