NSW DEPARTMENT OF EDUCATION

Statement of Duties - School Administrative Officer (SAO)

The NSW Department of Education serves the community by leading the provision of world-class education. The department protects young children by regulating preschool and long day care providers. Once children move into school, we provide them with a world-class primary and secondary education. We also work to advance the wellbeing of Aboriginal people.

Primary Purpose of the Role
A School Administrative Officer provides administrative, financial and student welfare/wellbeing support and assistance in relation to office and classroom activities, including but not limited to the following school settings: the office, sick bay, library, science laboratory, and food technology/kitchen areas.

Reporting – A School Administrative Officer works under the supervision and direction of the School Administrative Manager or Business Manager as determined by the Principal.

General Duties – A School Administrative Officer is required to:

- Undertake a wide range of administrative duties to facilitate student learning, school routines and classroom activities, including word processing, managing emails and other correspondence, and maintaining school and computerised records.
- Process student enrolments.
- Respond to and assist with enquiries from students, parents, staff and the community.
- Maintain records and enter financial data into computer systems and prepare financial records and reports for review and authorisation.
- Assist staff with the preparation of school documents, internal and external publications and learning materials using computer applications and other office equipment.
- Operate and ensure the upkeep of office and/or classroom equipment and machinery
- Prepare and process financial transactions within established routines, methods and procedures including assisting with year-end processing and the processing of casual staff timesheets.
- Provide administrative support to executive staff and school committees, including arranging appointments, meetings and venues; taking and distributing minutes; as well as drafting confidential and general correspondence.
- Arrange quotes for the purchase, maintenance and disposal of school equipment.
- Arrange quotes for minor maintenance.
- Maintaining inventories, ordering and stocktaking.
- Undertake the provision of first aid and administration of medications for students as required.
- Provide care and support for sick or distressed students.
- Managing lost property and clothing pools.
- Other related duties as directed from time to time.

Specific Duties - In addition to the general duties listed above, School Administrative Officers are required to undertake the following specific duties and responsibilities depending on the setting or stream in which they are employed:

School Administrative Officer - Library

- Provide technical assistance in the operation of a library or technology centre under the supervision of a teacher, including where some discretion and judgment is involved.
- Assist the teacher to implement learning and other programs.
- Assist the teacher with supervision of students, including monitoring student behaviour when teachers are periodically absent from the school library.
- Prepare descriptive cataloguing for library materials.
- Supervise the operation of circulation systems.
- Provide support with reference and information requests from students and teachers.
- Assist in evaluating and selecting equipment and supplies.
- Provide guidance in the use of information systems.
- Search and verify bibliographical data.
- Produce, display and publicise materials using computer applications and other equipment.
- Assist students to access information, undertake research and use equipment in the library.
- Assist the teacher to complete the annual library stocktake.
- Manage student loan processes.

School Administrative Officer - Science Laboratory

- Provide technical assistance in the operation of the science laboratory under the supervision of a teacher, including where some discretion and judgment is involved.
- Assist in evaluating and selecting equipment and supplies.
- Provide guidance to students in the use of laboratory equipment.
- Produce, display and publicise materials using computer applications and other equipment.
- Preparation of materials and resources for science lessons in accordance with relevant safety protocols, including disposal of materials, as directed by the teacher.
- Testing of experiments and demonstrating experiments under the guidance and supervision of a teacher.

School Administrative Officer - Food Technology

- Providing technical assistance in the operation of the kitchen under the supervision of a teacher, including where some discretion and judgment are involved.
- Assist in evaluating, selecting and maintaining equipment and supplies
- Provide guidance to students in the use of kitchen equipment as directed by the teacher
- Produce, display and publicise materials using computer applications and other equipment
- Preparation of materials and resources for food technology lessons in accordance with relevant safety protocols as directed by the teacher.
- Testing of experiments and demonstrating experiments under the guidance and supervision of a teacher
- Preparing and maintaining practical teaching environment including washing up, spot cleaning of floors and windows (within arm's reach when standing on the floor), laundering of tea towels, aprons etc.

Skills/Qualifications - School Administrative Officers will need to satisfy the following requirements depending on the specific setting or stream in which they are employed:

SAO	Essential	Desirable
Qualifications/Certifications	Working with Children Check Clearance First Aid Certificate or willingness to undertake First Aid training. Administration of Medications – training to be provided based on student needs.	Certificate II in Business or Certificate III Business Administration or similar
Skills/Work Experience	Demonstrated capacity to work effectively as part of a team. Administration skills including a knowledge of computer software programs such as Microsoft Office. Effective oral and written 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; sick bay; hospitality and /or design and technology; science.	Experience working in an office, with responsibilities for administrative and financial duties. Experience working in a kitchen. Experience working in a laboratory. Experience working in a library. Experience working in a school or community setting.