

## VACANT POSITION

### Administration Officer AO2

36.25 hours p/w + ADO Monday to Friday

**Duration:** Immediate start – 17/4/2025

**Salary Range:** \$2587.90 - \$2728.40 p.f

Springfield Central State High School is looking for a dedicated professional to join our Administration team. As an essential member of the school support staff, this role collaborates with the team to ensure the delivery of high-quality service to students and parents. Our school is built on a culture of high expectations for both staff and students, with a firm belief that every child can succeed. The successful candidate will be motivated to uphold our four core values of Respect, Responsibility, Resilience, and Relationships. Additionally, the ideal applicant will demonstrate initiative, possess strong interpersonal skills, and have experience supporting the daily operations of school administration.

### Major Accountabilities

As the Administrative Officer you will have responsibility for the following:

- Undertake routine activities including reception (telephone and counter enquiries), arranging appointments, correspondence, and general administration.
- Demonstrate strong organisational and time management skills.
- Communicate and conduct interactions in a professional manner.
- Maintaining school records, processing incoming and outgoing mail and email.
- Autonomy to perform a variety of day to day administrative and support services that are routine in nature and directed by the Business Manager.
- Communicate with internal and external stakeholders (e.g., school and departmental staff, parents, students, and community members).
- Respond to enquiries and provide information and accurate advice in line with school policies and/or Principal directives.
- Apply day to day independence in determining work schedules and sequences within a well-defined environment with regular managerial supervision.
- Other duties, consistent with the duties and responsibilities of the position as directed by the Principal, Business Manager or nominated delegate.

### Knowledge and experience

- Ability to quickly acquire knowledge and understanding of school operations, standards and work processes.
- Demonstrated high level word processing and spreadsheet experience, and ability to use school systems and web-based applications.
- Ability to communicate with empathy and influence in order to address problems and obtain cooperation and assistance in meeting required objectives.

### How you will be assessed:

# SPRINGFIELD CENTRAL STATE HIGH SCHOOL

*Believe Belong Become*

Your one page application must outline your relevant skills and abilities to support the position as well as a current Resume with 2 Referees, 1 being your current Supervisor.

Applications should be emailed to [vacancies@springfieldcentralshs.eq.edu.au](mailto:vacancies@springfieldcentralshs.eq.edu.au).

**CLOSING DATE FOR APPLICATIONS: Friday 24 January 2025**

[www.springfieldcentralshs.eq.edu.au](http://www.springfieldcentralshs.eq.edu.au)

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