

## Expression of Interest

### 2x Administration Officer AO3 Positions Available

36.25 hours p/w + ADO Monday to Friday

**Duration:** Immediate Start – 2 April 2026 (with possibility of extension)

**Salary Range:** \$ 77,354 - \$85,833

Springfield Central State High School is seeking a dedicated professional to join the Administration team. As a key member of the school support staff this position participates within a team to ensure high quality service is achieved for students and parents at Springfield Central State High School. Our school is built on a culture of high expectations and performance for both staff and students; with an expectation that every child is to succeed. To be successful in this role, the applicant will be driven to follow our four core values of Respect, Responsibility, Resilience and Relationships. In addition to, will show initiative, have strong interpersonal skills and ability to undertake work across a broad range of corporate service activities, including human resource (HR), financial and facilities.

### Major Accountabilities

Shared / Cross-Functional Responsibilities (HR & Finance)

- Support the Business Manager with the coordination and management of school resources, including asset management and facilities administration.
- Assist with asset registers, stocktakes and record keeping to ensure accuracy and compliance.
- Support the scheduling and coordination of facilities maintenance, inspections and facility hire.
- Ensure school buildings and facilities meet security, safety and compliance requirements for all users.
- Provide general administrative support to ensure the efficient and effective operation of the school.
- Interpret and apply departmental and school policies, guidelines and procedures, ensuring legislative and compliance requirements are met.

### **Position 1: Administrative Officer – Human Resources**

- Coordinate recruitment and selection processes for teaching and support staff, including advertising, onboarding, induction and contract administration.
- Manage Temporary Relief Staff (TRS) arrangements, including daily staffing, bookings, allocations and communication to ensure continuity of teaching and learning.
- Act as the first point of contact for emergency and urgent matters, demonstrating a calm, responsible approach and the ability to identify and respond to workplace health and safety (WHS) needs.
- Support the coordination of staff timetables and supervision requirements, including daily adjustments to cover absences and operational needs.
- Maintain accurate workforce records and staffing data, including appointments, contracts, leave, ADOs and staff replacements.
- Monitor and manage Blue Card compliance and mandatory training requirements, ensuring currency and legislative compliance.
- Provide advice to staff and leaders regarding HR processes, leave entitlements, workforce procedures and staffing arrangements.
- Support injury management and return-to-work processes in line with departmental guidelines.
- Interpret and apply departmental policies, procedures and industrial instruments to support consistent HR practices.
- Liaise with internal stakeholders and external agencies to support effective workforce management and daily operations.

## **Position 2: Administrative Officer – Finance**

- Provide a range of financial administrative activities, including data entry, maintenance of financial registers and clerical support, in accordance with legislative, policy and procedural requirements.
- Assist the Business Manager with day-to-day management of school financial operations, including identifying issues, conducting research and recommending solutions.
- Support regular budget reviews and provide program managers with budget, purchasing and financial information.
- Assist in the management of Centerpay and school-purchased time arrangements.
- Support financial process improvement initiatives to enhance efficiency and compliance.
- Liaise with program managers to resolve financial matters and support effective resource allocation.

### **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:**

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: 3pm Wednesday 28th January 2026**