



Senior Clerical Officer POSITION PROFILE

PART A: POSITION DESCRIPTION

Position Title:	Senior Clerical Officer (Level 3)	Location:	Aspect Schools
Group:	Aspect Education	Reports to:	Principal

Organisation Purpose

Vision	Mission	Values
The best opportunities for people on the autism spectrum	We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family-focused & customer-driven	We are passionate about people, about being positive and about what's possible

Team Purpose

To collaborate as a team of specialists including teachers, teachers' aides, therapists, co-ordinators, administrators and other Aspect staff to support the students with education programmes.

Position Purpose

To provide expert professional and timely administration support to the school, ensuring systems are effective, efficient and kept up to date and customer service is a positive experience for families and other stakeholders.

Outcomes

Key Result Area	Requirements & Expectations	Success Indicators
Administration	<ul style="list-style-type: none"> • Manage the mail function including pick-ups, mail sorting, mailing and special deliveries • Maintain the office filing system in an orderly and systematic way. • Order and control the supply of stationery and other office supplies • Develop and implement Excel spreadsheets to assist with complex financial and administration systems • Prepare letters, memos, reports, employment contracts and other documents as required • Prepare presentations and other materials using PowerPoint/Desk Top Publishing as required • Proof reading documents, reports, brochures and newsletters as required • Leads administration projects as required to meet the school's business plan • Perform other general administrative duties as required 	<ul style="list-style-type: none"> • Administration tasks are completed accurately, professionally and on time. • Office filing system is logical and user friendly • All stakeholders are communicated on progress of projects and their expectations are met. • Basic to intermediate understanding and demonstration of Microsoft programs • Presentations are professional and high quality • Act as a lead for administration projects are well planned with clear responsibilities and resources and meet agreed timeframes
Operations	<ul style="list-style-type: none"> • Ensure the office equipment functions well and is maintained and serviced • Organise catering for special functions as required, including kitchen supplies • Ensure that first point of contact with visitors is professional, positive and informative • Support the coordination of site maintenance as directed • Coordinate clerical tasks of other clerical/administration staff if required 	<ul style="list-style-type: none"> • Equipment meets business needs • Visitors feel welcome and are inducted and comply with site safety procedures (WHS) and Safeguarding requirements • Coordination of clerical/administrative activities to meet specified timeframes • Site is maintained and safe as per identified needs. All maintenance is recorded and approved as required.
Financial administration and Reporting	<ul style="list-style-type: none"> • Weekly preparation and payment of accounts • Reconcile credit card statements • Intermediate financial reporting skills 	<ul style="list-style-type: none"> • Accounts are entered into Expense Manager timely to meet supplier terms • Credit card statements reconciled with appropriate receipts

	<ul style="list-style-type: none"> Leads local financial administration ensuring Expense Manager is up to date and finance requirements met Prepare fortnightly staff payroll administration and ensure timely reporting Prepare detailed operational and financial reports for the school Review and monitor expenditure for specific areas of the budget e.g. casual relief, teaching materials etc. Monthly reconciliation of leave records (payroll leave reports against rosters) 	<ul style="list-style-type: none"> Payroll records are submitted to Payroll with correct information and within payroll deadlines Reports are comprehensive, accurate, well laid out and provided to the Principal on time Budget discrepancies are identified and followed through to resolution/completion
Supervision	<ul style="list-style-type: none"> May supervise and train up to 4 administration staff Supervise performance of clerical team and support performance development as required 	<ul style="list-style-type: none"> Supervision of other clerical staff to meet team and individual objectives Team demonstrates competency in the range of administration accountabilities
Information Systems	<ul style="list-style-type: none"> Intermediate Excel spreadsheet management Maintain Expense Manager as required Ensures School records systems are maintained with accurate and relevant information Coordinate local IT issues and solutions with IT Team at central office 	<ul style="list-style-type: none"> Spreadsheets and school records systems are up to date with required data IT issues are coordinated for the site and resolved in a timely and effective manner
Safeguarding the people we support	<p>Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support. Staff are expected to:</p> <ul style="list-style-type: none"> Follow safeguarding guidelines as outlined in Aspects <i>Safeguarding the People We Support</i> policy and Code of Conduct. Demonstrate a duty of care to students Treat students with dignity and respect Complete mandatory Child Protection training and implement into day to day operations and practice Be vigilant and maintain a heightened sensitivity to recognising signs of abuse, neglect or exploitation and escalate/report those signs/concerns Escalate/report other staff practices which deviate from policy/procedure 	<ul style="list-style-type: none"> Demonstrated evidence that issues /concerns are escalated / reported to your coordinator / principal Completion of Child Protection on-line training Personal commitment and day to day demonstration of competency in safeguarding

	<ul style="list-style-type: none"> Adhere to student's individual plans recognising their personal needs, choices and control 	
Work, Health & Safety Requirements	<p>It is a requirement for all staff to:</p> <ul style="list-style-type: none"> Take reasonable care for their own health and safety Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements Report unsafe conditions or practices, and make suggestions to their manager on improving work, health & safety at Aspect. Exercise duty of care in the health, safety and welfare of students and ensure they are treated with dignity and respect Participate in the staff consultation process about work health & safety matters Understand and adhere to Aspect's Code of Conduct 	<ul style="list-style-type: none"> Observe at all times Aspect's safety policies and procedures are followed including site specific work practices and management instructions All hazards, incidents and injuries are reported to management as per Aspect's risk management procedures Health safety and welfare of self and others is ensured as far as reasonable Actively participate in safety consultation as required

PART B: POSITION CRITERIA

Position Criteria	Capabilities	Planning and organising	Establishing a course of action for self and/or others to accomplish a specific goal; planning appropriate allocation of resources
		Flexibility/Adaptability	Is open to change, can think independently and champion new methods of operation
		Attention to Detail	Follows a method of work that is organised, logical and accessible ensuring information is accurate and meets information and reporting needs of the school.
		Teamwork	Active participation in and facilitation of team effectiveness. Providing professional and prompt support to the Education team as required.
		Technical/Professional Knowledge	Having achieved a satisfactory level of technical and professional skills/knowledge in job related areas, keeping up with current developments and trends in areas of expertise.
	Knowledge & Experience	<ul style="list-style-type: none"> Intermediate to advanced level skills in the Microsoft Office suite of software 	

		<ul style="list-style-type: none"> • Knowledge and/or experience in the education or disability sector would be an asset
	Qualifications	<ul style="list-style-type: none"> • Relevant administration training or qualifications
	Job Requirements	<ul style="list-style-type: none"> • Ability to work with intermittent supervision • There is a requirement to work an additional ten (10) days (pro-rata for FTE ratio) outside school term time (this is included in the salary) • NSW Working With Children Check clearance for paid employment

PART C: APPROVED BY

Position Approved by: Maryanne Gosling, National Director, Aspect Education

Date: 27th May 2020