

POSITION DESCRIPTION

POSITION TITLE	Administrative Support Officer – Inclusive Education (IE)	
REPORTS TO	Managers of AISWA School Psychology Service and Inclusive Education	
MAIN PEOPLE INTERACTIONS	INTERNAL IE Team School Psychology Team Administrative Support Officers Other AISWA employees	EXTERNAL Presenters Committee Members Visitors School Staff Providers/Suppliers Funding Agencies
POSITION PURPOSE	Provide effective, efficient and confidential administration support, and undertake activities and project activities, as required.	
PURPOSE, AND VALUES, AND STATEMENT OF INTENT	<p>PURPOSE</p> <p>Supporting and serving our Independent Schools and their communities to be the best they can be.</p> <p>VALUES</p> <ul style="list-style-type: none"> • Service • Stewardship • Equity <p>STATEMENT OF INTENT</p> <p>The provision of professional services and advice to promote excellence in Independent Schools, through:</p> <ul style="list-style-type: none"> • Effective representation and advocacy for the Independent School sector; • Promoting the independence of schools and protect their autonomy in ways that contribute to the diversity of educational options for students; • Maintaining strong relationships with the other education sectors and other education stakeholders; • Supporting schools in their mission through fostering sound leadership and good governance; and • Building partnerships between schools. 	

EXPECTED BEHAVIOURS AND ATTITUDES	<ol style="list-style-type: none"> 1. Actively support AISWA's Purpose and Statement of Intent; 2. Comply with AISWA's values; 3. Comply with all Policies, Procedures and Codes; 4. Comply with all Health and Safety laws and AISWA procedures and actively contribute to maintaining a safe, healthy and hazard-free environment; and 5. Demonstrate: <ul style="list-style-type: none"> • energy, enthusiasm and drive; • self-awareness and consideration; • an ability to maintain confidentiality; • honesty and an outstanding work ethic; • loyalty to the role, people and AISWA; • commitment to continuous improvement; • a positive and proactive attitude; and • respect for self and others.
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KEY POSITION RESPONSIBILITIES	TASK FOCUS AREAS
Provide Effective and Efficient Administrative Support	<ul style="list-style-type: none"> • Support Professional Learning (PL) events and meetings <ul style="list-style-type: none"> - Set up event on website and manage registrations. - Manage venue and catering bookings. - Manage speakers and associated arrangements. - Prepare event documentation (e.g. agendas, resources). - (requirements will vary between consultants and events. - Welcome participants, set up and clear facilities. - Deal with enquiries, troubleshoot and provide assistance as required (pre, during and post event). - Post event reconciliation of participants. • Make and manage travel bookings including flights, accommodation, hire car and/or other logistics. • Draft and distribute internal and external correspondence and communications, such as emails, letters, flyers, bulletin notices, newsletters, and social media posts. • Enter data correctly and in a timely manner. • Update details within the AISWA website databases.
Skills and Qualifications Required	<ul style="list-style-type: none"> • Previous experience in a similar role. • Data entry and information management. • Experience working with website databases. • High level proficiency with Microsoft Office software including Word, Publisher, Excel, PowerPoint, Outlook, and Microsoft Teams. • Strong organisational skills and ability to manage diverse workload within time constraints. • Excellent oral and written communication skills. • Excellent phone enquiry skills. • Ability to communicate with a wide variety of people. • Analytical and problem-solving skills. • Ability to work independently and as part of a team. • Attention to detail. <p>Other requirements</p> <ul style="list-style-type: none"> • Ability to maintain strict confidentiality. • Ability to work flexible hours including attendance at events held outside usual hours of work. • Current 'C' Class drivers' licence and access to a licenced vehicle for work use as required. • Police Clearance and Working with Children Check (dependent on role).

Employment Information Collection Notice

1. In applying for this position, you will be providing AISWA with personal information. We can be contacted at PO Box 1817, Osborne Park DC WA 6916 or at 3/41 Walters Drive OSBORNE PARK WA 6017, by email at admin@ais.wa.edu.au or by phoning (08) 9441 1600.
2. If you provide us with personal information, for example, your legal name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file for a period of up to 60 days if your application is unsuccessful in case another position becomes available unless you advise us otherwise.
3. AISWA's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles (APP) or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others. The AISWA Privacy Policy can be viewed via: <http://www.ais.wa.edu.au/scripts/privacy.cfm>
4. We will not disclose this information to a third party without your written consent.
5. We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.
6. AISWA may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
7. If you provide us with the personal information of others, such as your Referees, we encourage you to inform them that you are disclosing that information to AISWA and why, that they can access that information if they wish, and that AISWA does not usually disclose the information to third parties.