



# THE WILLOWS STATE SCHOOL

*Excellence is the Standard*

**Administration Officer**  
**AO2 Qld Public Service Officers and Other Employees Award – State 2015**  
**Permanent Full Time (72.5 hours per fortnight plus ADO)**  
**Commencing 20 January 2020**

The Willows State School is seeking a highly motivated, professional team member who can work independently, provide outstanding customer service and preferably OneSchool finance experience.

As the Administration Officer, you may undertake work across a broad range of corporate service activities, including human resources (HR), finance and facilities. You will contribute to the effective and efficient administrative management of the school by providing relevant and timely administrative support to the Principal and Business Manager.

The Administration Officer reports to the Principal and Business Manager.

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

- Accounts Receivable and Payable
- Invoicing
- Debt collecting
- Enrolment Officer
- Facilities
- HR

OneSchool experience is highly regarded.

## **How you will be assessed**

Within the context of the role described about, the ideal applicant will be someone who has the following key capabilities:

### **1. Supports strategic direction**

Demonstrated knowledge, or ability to rapidly acquire knowledge, of departmental administrative policies, practices and procedures used in schools, particularly human resource and financial processes.



07 4799 1333 *Administration*



Bilberry Street, Kirwan, Qld 4817



PO Box 563, Thuringowa Central, Qld 4817



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## 2. **Achieves results**

Performs under direction, with the capacity to develop, organisational skills and ability to manage multiple tasks, prioritise work demands and meet deadlines.

## 3. **Supports productive working relationships**

Capacity to coordinate office administration systems and contribute to the effective operation of a team providing quality school services.

## 4. **Displays personal drive and integrity**

Works with supervisor to review and develop systems and services to meet the needs of a changing organisational environment.

## 5. **Communicates with influence**

Demonstrated interpersonal and communication skills (both written and oral) including the ability to communicate messages clearly and concisely, to deliver quality service outcomes for the school community.

### **Application process**

Applicants are required to submit a current **CV**, contact details for two referees (one of whom should be your current supervisor) and a two page **written response** outlining your suitability for the role referring to "How you will be assessed".

### **Enquiries/applications should be directed to:**

Barbara Anderson  
Business Manager  
The Willows State School  
Ph: (07) 4799 1333  
Email: [bande305@eq.edu.au](mailto:bande305@eq.edu.au)

**Applications close: 3:00 PM on Friday, 6 December 2019**



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