

**Question on Notice**  
**No. 918**  
**Asked on 19 August 2004**

MRS PRATT asked the Minister for Education and the Arts (Ms Bligh)—

QUESTION:

With reference to the Queensland School Registrar's Association (QSRA) and the duties they are expected to carry out and their responsibilities –

- (1) Has the responsibility for administrative support positions in State schools for school management and system maintenance been changed from central and district offices to individual schools?
- (2) Has any extra time been allowed for scientific assistants to deliver increasingly more complicated and technical services?
- (3) What are the exact job description duties for an Administrative Officer (AO2) and does that include strategic planning and other accountability responsibilities?
- (4) As a registrar position (AO3 to AO6) is responsible for a very high level of accountability and strategic planning, are these registrars expected to include budget management, human resources management, IT management and facility management as normal duties: if so, what extra time has been allowed for them to carry out these duties which the QSRA claim is an excessive workload?

ANSWER:

Enterprise bargaining negotiations are continuing between the Department of Education and the Arts and the Queensland Public Service Union to resolve the issues raised in the Member's Question on Notice. I am hopeful that these negotiations will be finalised in the near future.

- (1) The responsibility for administrative support positions in State schools for school management and school maintenance has not undergone change from central and district offices to schools. The principal is the responsible officer for management of a State school.
- (2) While the duties of scientific assistants may have varied over time this has not resulted in a requirement to allocate additional scientific assistant time. Principals are required to manage the workload of school staff, including scientific assistants.
- (3) A copy of the current position description and work profile for the position of Administrative Officer Level 2 (AO2) in State schools is attached. These documents define the duties and responsibilities of the position. You will note that the duties and responsibilities of the position do not include strategic planning.
- (4) Registrars undertake a very important role in schools that includes a wide variety of responsibilities. While registrars may contribute to school strategic planning, the accountability for school strategic planning rests with the school principal. Registrars are employed under the Public Service Award – State which determines their hour of work. Registrars are expected to manage their own time and work priorities in consultation with their school principal.

The *State Government Certified Agreement 2003* requires the development of a Workload Management Tool. I anticipate that Workload measurement will be conducted in a number of school settings once the workload tool becomes available.



## POSITION DESCRIPTION

Position Title:	Administrative Officer (Generic) 00009
Title No:	State School/State High
Work Unit:	School/Special School or other education institution
Location:	Throughout the state
Classification:	AO2 (Qld Public Service Award - 2003) (361/4 hours per week) OR AAEP (Maximum 36 Hours per week)
JEMS Review Date:	December 2003
PD Approved:	December 2003

## EDUCATION QUEENSLAND

Education Queensland is committed to providing quality education services to all state school students in Queensland. The department's vision is to ensure that all Queensland students become active citizens in a learning society – the Smart State.

## THE ADMINISTRATIVE OFFICER'S ROLE

Contribute to the effective and efficient management and administration of the school by providing a high level of administrative support to the Principal/Registrar.  
Develop and maintain the school's financial/administrative systems and procedures to ensure their efficiency and effectiveness.

## SELECTION CRITERIA

Your application for this position should specifically address each of the selection criteria listed below and the work profile attached. Shortlisting and selection will be based upon responses to these selection criteria and the attached work profile. There is no minimum educational qualification required for appointment to the Queensland Public Service as an Administrative Officer.

- SC1 Demonstrated administrative, keyboard and word processing skills and an ability to operate independently and/or with limited supervision.
- SC2 Demonstrated interpersonal and communication skills including the ability to work with all members of the school community both individually and as a member of a team.
- SC3 Demonstrated knowledge or ability to rapidly acquire knowledge of Education Queensland administrative policies, practices and procedures used in schools, including School Management System (SMS) and SMS Finance.
- SC4 Basic understanding of occupational health and safety, equal employment opportunity and anti-discriminatory practices and behaviour as applied in a work environment.

## ADDITIONAL FACTORS

The Commission for Children and Young People Act 2000 requires the preferred applicant to be subject to a "working with children check" as part of the employment screening process. Further details regarding this check may be obtained by accessing the web site of the Commission for Children and Young People at the following internet address: <http://www.childcomm.qld.gov.au/>

Confirmation of employment is conditional upon the preferred applicant being issued with a Suitability Card from the Commission for Children and Young People.

A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles.

The appointee to this position may be required to complete a period of probation in accordance with Section 73 of the Public Service Act 1996. A person not already a Queensland Public Servant who is appointed as an officer on tenure will be subject to

the satisfactory completion of a probationary period of 8 months. General (non-tenured) employees will be subject to the satisfactory completion of a probationary period of 3 months.

For further information refer to the Education Queensland Applicant Information Bulletin (available through [www.jobs.qld.gov.au](http://www.jobs.qld.gov.au) and searching on a specific Vacancy Reference Number).

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JEMS Review Date: 10/12/03 JEMS Codes are: C-2-c- 50 B=2+ 31 B=1=I+ 33 Total  
114 Service Support AO2

VRN: #  
RETURN APPLICATIONS TO:  
FURTHER ENQUIRIES:

Closing date:



**Queensland**  
Government  
Education Queensland

## WORK PROFILE

# Administrative Officer (Generic) (AO2) Education Queensland

**SCHOOL/WORK UNIT:**  
State School/State High School/Special  
School or education institution

**DISTRICT/LOCATION:**  
Throughout the state

**DATE:**  
December 2003

### WORK ENVIRONMENT:

Schools perform a vital role in providing opportunities to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence and develop social and vocational skills. Schools also aim to facilitate and support participation among parents, students, administrators, teachers and others in the school community and between the school and departmental support structures.

### REPORTING RELATIONSHIPS:

The position of administrative officer (AO2) reports directly to the school principal, or in schools where a position of registrar exists, directly to the registrar.

### MAJOR RESPONSIBILITIES:

The duties to be performed by an administrative officer in a school will be determined by the principal/registrar having due regard to the nature of the position and the effective functioning of the school. The duties of administrative officer have a direct relationship with the administrative activities of the school's administrative unit.

Generally the duties undertaken by an administrative officer follow established practices and procedures under close, if not direct, supervision and may require manipulative skills to operate certain office and/or related equipment.

The duties performed by an administrative officer include a mix of any of the following activities.

#### General

- ◆ Accurate recording of messages for officers temporarily unavailable.
- ◆ Conveying important messages to members of staff and students.
- ◆ Administer first aid to students (only in cases where the administrative officer agrees to be the school's nominated first aid officer. In such cases the administrative officer would be required to be formally trained in the administration of first aid, and keep such qualifications current. All costs associated with obtaining and maintaining qualifications would be met from school funds).
- ◆ Delivering and collecting mail, parcels, documents etc.
- ◆ Ordering and arranging student transport for sport excursions, trips and other school activities.
- ◆ Sorting, opening, classifying and distributing incoming mail.
- ◆ Sorting and preparing outgoing mail for despatch.
- ◆ Other relevant duties as directed.

#### Keyboard Skills

- ◆ Operating computers, word processors, visual display terminals, fax and/or telex equipment.
- ◆ Typing, including the undermentioned items: correspondence, minutes of meetings, policy documents, reports, forms, newsletters, prospectuses, memorandums, examination papers, class notes and School Annual Reports (AOP).
- ◆ Application of word processing and spreadsheet software systems knowledge and skills (currently Word 2000, Excel 2000).

### **Clerical Skills**

- ◆ Arranging for school maintenance and electrical safety inspections.
- ◆ Arranging relief staffing for Teachers, Administrative Officers/AAEP, Cleaners etc who are absent from duty and require replacement.
- ◆ Assisting with the training of new casual administrative staff.
- ◆ Assisting with the operation and control of school hire schemes where appropriate.
- ◆ Collection and receipting of monies, including simple accounting and bookkeeping activities. In some schools this may also include the actual banking of monies into school accounts. More experienced officers will be expected to cope with more complex levels of clerical responsibility. These may include processing payment vouchers, cheques and supporting documents and other financial matters.
- ◆ Prepare and process monthly Business Activity Statements (BAS), bank reconciliations and End of Period/Year rollovers, budget reviews and Annual Financial Statements.
- ◆ Distributing files.
- ◆ Document processing including matching, filing, arranging, sorting to simple criteria with reference to indexes and registers.
- ◆ Document processing including counting, tallying, transcribing, charting, making simple arithmetical calculations and selection and application of prices and rates etc.
- ◆ Drafting, checking and processing outward correspondence.
- ◆ Extraction, sorting and replacing of files, attachment of papers.
- ◆ Operating accounting or calculating machines.
- ◆ Sorting forms, vouchers, cheques, etc.

### **Office Skills**

- ◆ Operating office equipment such as photocopiers, printers, facsimile machine, binding machine etc.
- ◆ Operating small internal switchboards/PABX telephone systems.
- ◆ Processing orders and reconciling invoices for payment.
- ◆ Taking minutes of meetings.

### **Liaison**

- ◆ Attending to telephone and counter enquiries.
- ◆ Arranging bookings for community use of school facilities.
- ◆ Arranging appointments for the principal, deputy principal/s, registrar and other school staff with parents, students, and members of the public.
- ◆ Escorting school visitors to appropriate locations within the school campus.
- ◆ Preparation and distribution of minor refreshments to departmental guests and members of the public.

### **Register**

- ◆ Attending to student admissions/enrolments and maintaining the enrolment/departure registers – utilising SMS system is essential.
- ◆ Maintaining class lists, rolls and staff lists etc, using SMS system.
- ◆ Maintenance of postage and petty cash accounts and other registers for recording receipt of documents and monies.
- ◆ Preparation of regular and incident based departmental returns/reports, such as SCOLR, SDA, data collection downloads and enrolment returns.

### **Stock Control**

- ◆ Assisting in stocktakes of school plant and equipment.
- ◆ Recording of plant and equipment on the school equipment register in accordance with the relevant Administrative Instructions.
- ◆ Requisitioning stock, stationery, consumable etc.
- ◆ Ordering, issue and storage of office and general school requisites and maintaining associated records – State Government Purchasing Training delegation required.

### **ADDITIONAL INFORMATION:**

- ◆ The Commission for Children and Young People Act 2000 requires the preferred applicant to be subject to a “working with children check” as part of the employment screening process. Further details regarding this check may be obtained by accessing the web site of the Commission for Children and Young People at the following internet address: <http://www.childcomm.qld.gov.au/>
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