SCHOOL ADMINISTRATIVE AND SUPPORT (SAS) STAFF

MERIT SELECTION PACKAGE

FOR THE APPOINTMENT OF
ELIGIBLE LONG TERM TEMPORARY
SAS STAFF FOR POSITIONS ADVERTISED
INFORMATION FOR SELECTION PANEL CONVENERS
FOR THE APPOINTMENT OF ELIGIBLE LONG TERM TEMPORARY
SAS STAFF FOR POSITIONS ADVERTISED

Contents

1. Merit Selection Guidelines
2. Selection Panel
3. Panel Composition
4. People with a Disability
5. Conflict of interest
6. Consulting applicant’s current principal
7. General information regarding the selection committee report:
   • Recommended Applicant Report
   • Eligibility List
   • Applicants NOT Recommended for Appointment
   • Interview Schedule
   • Statistics
   • Shortlisting Report
   • Consent to Employment Screening
   • Prohibited Employment Declaration
   • Declaration by applicant: Health details
   • Offer of Appointment to a Position Advertised
   • Sample Letter to unsuccessful applicants
   • Application for School Administrative and Support (SAS) Staff Positions Advertised
   • Selection Criteria for Positions Advertised
NSW DEPARTMENT OF EDUCATION AND TRAINING

INFORMATION FOR SELECTION PANEL CONVENERS

School Administrative and Support Staff

1. Merit selection guidelines

- Applicants shortlisted for interview need to be given adequate notice, i.e. at least 3 working days.
- Acknowledgment letter to those not successful in gaining an interview to be sent at the same time shortlisted applicants are contacted.
- Interviews must be held by Friday 27 May 2005.
- Selection Panel Reports to be faxed to the SASS Staffing Team on 1300 737 338 for approval together with the application form for the recommended applicant and those applicants placed on the eligibility list.
- Conveners to make formal offer to the recommended applicant after approval of the selection panel report by the SASS Staffing Team is received.
- Recommended applicant acceptance and, for long term temporary SAS staff who are successful, Consent to Employment Screening, Prohibited Employment Declaration and Health Details Declaration, to be faxed to the SASS Staffing Team on 1300 737 338.

2. Selection Panel

The principal (or nominee) forms the selection panel for the published vacancies and ensures that the principles of merit apply to the selection process.

The convener as a minimum must be trained in merit selection techniques.

3. Panel Composition

The selection panel for school administrative manager positions will be:
- the school principal (convener) or nominee;
- a school community member
- a permanent school administrative manager from another school;

There must be male/female representation on the selection panel.
The selection panel for school administrative officer positions will be:
• the school principal (convener) or nominee;
• a permanent school administrative manager from another school or a permanent school administrative officer from another school;
There must be male/female representation on the selection panel (facilitated by the inclusion of a local community representative, if required).

The selection panel for teachers’ aides (special or preschool) positions will be:
• the school principal (convener) or nominee;
• a permanent teachers’ aide from another school. The teachers’ aide should be of the same classification (ie teachers aide special or teachers aide preschool) as the advertised position;
There must be male/female representation on the selection panel (facilitated by the inclusion of a local community representative, if required).

The selection panel for Aboriginal education assistant positions will be:
• the school principal (convener) or nominee;
• a representative of the local or regional AECG if available, or a member of the local Aboriginal community;
• an Aboriginal parent; and
• a representative of the Aboriginal Programs Unit (eg a local consultant for Aboriginal Education)
There must be male/female representation on the panel.

4. People with a disability

If an applicant has a disability that requires modification of the workplace or job design, the selection committee should discuss reasonable adjustments with the applicant. The selection committee’s report will include details of any adjustments to the job discussed with the recommended applicant.

A person who is deaf/hearing impaired and who may need to have a signing interpreter present should contact the Community Relations Commission for Multicultural NSW on 1300 651 500 to book a sign language interpreter. The Department is obliged to provide one if needed.

5. Conflict of Interest

Panel conveners will ask selection panel members to declare any prior personal knowledge of, relationship, connection or interest in any of the applicants before undertaking the short listing process. The panel convener will also make a self-declaration. Undertaking the declaration process before commencing the short listing process is critical for all selection panel members, as this ensures that all applicants are
treated fairly and on their merit. Prior knowledge of an applicant does not necessarily exclude participation in the selection process.

If any selection panel member does declare an interest in an applicant, then the selection panel needs to make an assessment. This assessment will determine whether the selection panel member has undue positive or negative views about the applicant such that they would unduly influence that selection panel member in the selection panel deliberations.

If any selection panel member believes that another selection panel member, including the panel convener, has a conflict of interest which could prejudice the outcome, this must be referred immediately to the SASS Staffing Team. Advice will be provided on whether the membership of the selection panel should be changed.

6. Consulting Applicant’s Current Principal

The convener will confirm the suitability of the recommended applicant with the applicant’s current principal. Further, for long term temporary employees being considered for permanent appointment, the convener will ask the applicant’s current principal to confirm that to their knowledge, there are no impediments to them working with children.

7. General Information Regarding The Selection Committee Report

In order for the report to be approved with the minimum of delay the selection panel must consider the following points.

Recommended Applicant Report

The Recommended Applicant Report includes reasons for the recommendation.

It is not sufficient to indicate that “the recommended applicant meets all of the criteria in the advertisement”. The report must show how the recommended applicant meets EACH of the selection criteria for the position, as demonstrated in his/her application, (where applicable) interview and following consultation with the applicant’s current principal.

The Eligibility List

The selection panel should only place an applicant on the eligibility list if they consider the applicant meets EACH of the selection criteria at the level required for the position.

The panel must again show the level at which the applicants listed on the eligibility list meet EACH of the requirements of the position.
**Applicants Not Recommended for Appointment**

The *Applicants Not Recommended for Appointment* form should list those applicants interviewed, but not recommended or included on the eligibility list, and reason for not recommending them *in relation to the published selection criteria*.

**Decisions not to recommend applicants for appointment or placement on the eligibility list must be able to be justified in terms of the published selection criteria.**

**Statistics**

This information is required for equal employment opportunity statistical purposes.

**Documentation**

A copy of all documentation including applications, selection panel notes and other related material must be maintained by the panel convener in a secure place until the end of second term of the 2006 school year.
School: ____________________________________________________________

Position:_______________________FTE: :______________________

Recommended Applicant:______________________________________________

Reasons for recommendation (related to each position criteria): ________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

The panel’s recommendation and eligibility list is submitted for approval.

Principal or nominee     Name    Signature  Date
(Convener)

Telephone

Other Panel Member       Name    Signature  Date

Other panel member

Other panel member (where required) Name    Signature  Date

The panel’s recommendation is supported and is submitted for approval, subject to the Director-
General’s concurrence.

Recommendation   Date   Approved   Position
ELIGIBILITY LIST

Details of OTHER applicants considered suitable for appointment listed in order of merit. Note: Comments made as Reasons for suitability must discriminate between the relative merits of candidates in terms of the criteria for the position as demonstrated in their applications, interviews and following consultation with the applicant’s current principal.

☐ Merit Order  Name in Full: ______________________________________
Reasons for suitability (related to position criteria): ____________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

☐ Merit Order  Name in Full: ______________________________________
Reasons for suitability (related to position criteria): ____________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

☐ Merit Order  Name in Full: ______________________________________
Reasons for suitability (related to position criteria): ____________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

(Add additional sheets if required)
Applicants Not Recommended for Appointment

Details of all interviewed applicants not recommended for appointment.

Name: ____________________________________________________

Reasons for not recommending (relating to position criteria): ____________________

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Name: ____________________________________________________

Reasons for not recommending (relating to position criteria): ____________________

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Name: ____________________________________________________

Reasons for not recommending (relating to position criteria): ____________________

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

(Add additional sheets if required)
# Interview Schedule

**School:**

**Position:**

**FTE:**

**Closing Date:**

**Shortlisting Date:**

**Interview Date:**

**Committee:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Convener)</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
</tr>
<tr>
<td>(Other Panel Member)</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
</tr>
<tr>
<td>(Other Panel Member)</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
</tr>
<tr>
<td>(Other Panel Member)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Interview Time</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Provision of information on items marked with an asterisk (*) is voluntary and confidential.

### POSITION DETAILS

<table>
<thead>
<tr>
<th>School</th>
<th>Position Title</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Position Number</td>
<td>FTE</td>
</tr>
</tbody>
</table>

### APPLICATION DETAILS

<table>
<thead>
<tr>
<th>Applications received</th>
<th>Inside Service</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Outside Service</td>
<td>Male</td>
<td>Female</td>
<td>Total</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>Male</td>
<td>Female</td>
<td>Total</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicants called for interview</th>
<th>Inside Service</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Outside Service</td>
<td>Male</td>
<td>Female</td>
<td>Total</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>Male</td>
<td>Female</td>
<td>Total</td>
</tr>
</tbody>
</table>

Is the position 'identified' in respect of any of the following?

<table>
<thead>
<tr>
<th></th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aboriginal and Torres Strait Islanders</td>
<td>Yes/No</td>
</tr>
<tr>
<td>People from racial, ethnic and ethno religious minority groups</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Experience of disability or appreciation of the difficulties of the disabled</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

### SELECTION PANEL DETAILS

<table>
<thead>
<tr>
<th></th>
<th>M</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of persons on the panel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of members who participated in the short-listing process</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of members who have undertaken formal selection techniques training</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Selection Panel Members</th>
<th>Total</th>
<th>Aboriginal or Torres Strait Islander descent</th>
<th>Racial, ethnic, or ethno religious minority group</th>
<th>Person with a disability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>M</td>
<td>F</td>
<td>M</td>
<td>F</td>
</tr>
<tr>
<td>Principal or nominee (convener)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent or Community representative</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SASS officer from another school</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aboriginal Education Assistants Only</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AECG/Aboriginal community representative</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aboriginal parent</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aboriginal Programs Unit representative</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Short-listing is the most important step in providing all candidates with an equal and fair opportunity for selection. It is therefore essential that short-listing be conducted by all members of the panel. All members of the selection panel must sign this form in the space provided.

<table>
<thead>
<tr>
<th>Name (in full) (Please print)</th>
<th>Employee ID or CEPS Payroll No. (if known)</th>
<th>(Selection Criteria)</th>
<th>Comments</th>
<th>Interview</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

I am aware of the correct procedures for short-listing applications and certify that these procedures have been followed.

Name of Convener Date Name of other Panel Member Date Name of Other Panel Member (if required) Date Name of Other Panel Member (if required) Date
Signature Signature Signature Signature

NOTE: The Shortlisting Report must include details of all applications received.
# Consent to employment screening

## Personal details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SURNAME</strong></td>
<td>Block letters</td>
</tr>
<tr>
<td><strong>First name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Middle name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Previous names / Aliases</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Gender</strong></td>
<td>[Female] [Male]</td>
</tr>
<tr>
<td><strong>Date of birth</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Place of birth</strong></td>
<td>city, state and country</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Telephone</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Position applied for</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Location of position</strong></td>
<td></td>
</tr>
</tbody>
</table>

## Consent to screening

I certify that the above information is accurate and I understand that if I have provided false or misleading information it may result in a decision not to employ me or, if already employed, may lead to my dismissal.

I am aware that if I am considered for employment in a primary child related position, several screening processes will be undertaken to check my suitability, including:

- A national criminal record check for offences involving sexual activity, acts of indecency (whether involving child or adult), child abuse or child pornography
- A check for relevant apprehended violence orders taken out by a police officer or other public official for the protection of children
- Checks for completed relevant disciplinary proceedings involving child abuse, sexual misconduct and acts of violence in the workplace which involve children, are directed at children or take place in the presence of children.

I understand that convictions, or charges that are proven in court but that do not proceed to a conviction, relating to sexual activity, acts of indecency, child abuse or child pornography will automatically prohibit my employment in a child-related position. I am aware that if I am a "registrable person" under the *Child Protection (Offenders Registration) Act 2000*, I am prohibited from employment in a child-related position.

I consent to these check being conducted and am aware that if any relevant record is identified, additional information relating to that record may be sought by an approved screening agency from sources such as courts, police, prosecutors and past employers to enable a full and informed assessment. I understand that if additional information is not obtained, an approved screening agency may provide an assessment about me to an employer that is not based on all relevant available information.

I acknowledge that any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes including the investigation of any outstanding criminal offences.

I consent to these checks being conducted and am aware that any information obtained through these processes may be provided to my current or prospective employers for employment screening purposes.

<table>
<thead>
<tr>
<th>Name</th>
<th>(Block letters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

---

**Office use only**

*To be completed by school, district office, institute, division, state office directorate or AMES*

<table>
<thead>
<tr>
<th>Name of employer contact</th>
<th>Designation</th>
<th>Signature</th>
<th>Phone</th>
</tr>
</thead>
</table>

*To be completed by the Employment Screening Unit*

<table>
<thead>
<tr>
<th>TRIM ID</th>
<th>Employer ID</th>
<th>Applicant ID</th>
</tr>
</thead>
</table>
Prohibited employment declaration


The Child Protection (Prohibited Employment) Act 1998 makes it an offence for a person convicted of a serious sex offence (a prohibited person) or a Registrable Person under the Child Protection (Offenders Registration) Act 2000 to apply for, undertake or remain in, child-related employment. It does not apply if an order from the Industrial Relations Commission or the Administrative Decisions Tribunal, declares that the Act does not apply to a particular person.

Section 5 of the Child Protection (Prohibited Employment) Act 1998 defines a serious sex offence as an offence involving sexual activity or acts of indecency that was committed in NSW and that was punishable by penal servitude or imprisonment of 12 months or more even if the sentence was not served, or, an offence involving sexual activity or acts of indecency that was committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more if it had been committed in NSW.

Child-related employment means any employment that primarily involves direct contact with children where that contact is not directly supervised. Section 1 of the Child Protection (Prohibited Employment) Act 1998 specifies that child-related employment is employment:

- involving the provision of child protection services
- in pre-schools, kindergartens and child care centres (including residential child care centres)
- in schools or other educational institutions (not including universities)
- in detention centres (within the meaning of the Child (Detention Centres) Act 1987)
- in refuges used by children
- in wards of public or private hospitals in which children are patients
- in clubs, associations or movements (including of a cultural, recreational or sporting nature) having a significant child membership
- in any religious organisation
- in any entertainment venues where the clientele is primarily children
- as a babysitter or childminder that is arranged by a commercial agency
- involving fostering or other child care
- involving regular provision of taxi services for the transport of children with a disability
- involving the private tuition of children
- involving the direct provision of health services
- involving the provision of counseling or other support services for children
- on school buses
- at overnight camps for children.

Under this Act:

- it is an offence for a prohibited person to apply for, undertake or remain in child-related employment
- employers must ask existing employees, both paid and unpaid, and preferred applicants for employment to declare whether they are a prohibited person or not
- all child-related employees must inform their employers if they are a ‘prohibited person’ or remove themselves from child-related employment. A prohibited person is someone who has been convicted of a serious sexual offence or who has had a finding for a charge of serious sexual offence proven in court, even if a conviction was not recorded.
- penalties are imposed for non compliance.

I am aware that I am ineligible to apply for, undertake or remain in, child-related employment if I have been convicted of a “serious sex offence” as defined in the Child Protection (Prohibited Employment) Act 1998 or if I am a “Registrable Person” under the Child Protection (Offenders Registration) Act 2000. I have read and understood the above information in relation to the Child Protection (Prohibited Employment) Act 1998 and understand my responsibilities and obligations under this Act.

I declare that I am not a person prohibited by the Act from seeking, undertaking, or remaining in child-related employment.

Name (Block letters)

Signature

Workplace

Name of school, district office, institute, division, state office directorate or AMES

Employee ID.

Current employees only

Date

Note: Seek independent legal advice if you are unsure of your status as a prohibited person.

This form should be returned to the selection panel convener / principal / manager of the workplace as appropriate.
DECLARATION BY APPLICANT

Health Details

Applicants should read and complete this declaration carefully.

Applicants should note that a medical examination may be requested for the purpose of permanent employment. In some instances a medical condition may preclude employment within the NSW Department of Education and Training.

Declaration (Complete either Section A or section B)

Section A
To the best of my knowledge I do not have a medical condition that would prevent me from carrying out the full range of duties of a school administrative and support staff (SASS) member,

Signature: Date: / /

OR

Section B
I do have a medical condition that may prevent me carrying out the full range of duties of a school administrative and support staff (SASS) member.

Details:

Signature: Date: / /

Please note that providing false or misleading information may result in a SASS member’s service being terminated.

Name: Telephone:

Address:

Note: This declaration must be completed and returned with your Acceptance of Offer. Your appointment as a permanent on probation will be delayed if this declaration is not forwarded or is incomplete.
SCHOOL ADMINISTRATIVE AND SUPPORT (SAS) STAFF
OFFER OF APPOINTMENT TO A POSITION ADVERTISED

Surname: …………………………………………………….
Given Name(s):……………………………………………...

Dear ______________________

I wish to confirm my verbal offer of appointment to the following:
Position: _______________________________________
Position No.:  ____________________________________
School:  ________________________________________
FTE:_______

The Entry on Duty for all positions filled through this process will be day 1 term 3 of the 2005 school year.

Please complete the section below and fax this sheet to the SASS Staffing Team on 1300 737 338 by C.O.B. on ___/___/_____

Congratulations on your appointment.

Yours sincerely

_____________________________________
Convener (Name and signature)

___/___/___

I wish to accept the offer of appointment as detailed above.
☐ I wish to decline the offer of appointment as detailed above.

(PLEASE TICK AS APPROPRIATE)

Signed: __________________    Employee ID or CEPS Employee No:_________________
Name:  _________________
Date:    ___/___/___

Fax ➔ SASS Staffing Team on 1300 737 338
SAMPLE LETTER TO UNSUCCESSFUL APPLICANTS

(Name of Applicant)
(Address)
(SUBURB)

Dear ____________________________

I refer to your application for the position of_______________________________ at ____________
____________________School.

Following careful consideration of your claims for the position, I regret to advise that your application
was unsuccessful.

Thank you for your interest in applying.

Yours sincerely

Principal (Name & Signature) ________________________________
Name of school ________________________________________________
Date _____________________
APPLICATION FOR SCHOOL ADMINISTRATIVE AND SUPPORT (SAS) STAFF POSITIONS
ADVERTISED

To be used by:
• long term temporary and permanent SAS staff in applying for School Administrative Manager positions; and
• long term temporary SAS staff in applying for non-promotional SAS staff positions.
A separate application is required for each advertised position.

Section 1 – Position applied for

School ____________________________________________________________ School code _______________________
Position title ___________________________________________Position number __________________________

Section 2 – Personal details

Family Name _________________________________________First name(s) _____________________________________
Previous name(s) (if any) ________________________________ Serial No./CEPS Payroll No. _________________________
Address ____________________________________________________________________________Postcode ___________
Contact number ______________________Date of birth______/_____/_____ Place of birth ____________________________

Section 3 – Briefly describe how you meet each selection criteria for the position


Signed _____________________________________________________ Date_______/_______/2005.

PRINCIPAL OF CURRENT/MOST RECENT SCHOOL TO COMPLETE

I confirm that_______________________________________________________
• has to the best of my knowledge worked in a SASS position in NSW Department of Education and Training schools continuously
  for a twelve month period up to and including the week beginning 1 November, 2004
• has satisfactory service

Principal’s name________________________________________Signature_____________________________________
School______________________________________________________Date_____/_____/2005

Fax ► Principal of the school in which the vacancy occurs
SCHOOL ADMINISTRATIVE MANAGER

Responsible to the Principal for the efficient management of the school’s financial and administrative functions and the supervision and training of school administrative officers, as well as providing assistance in school routines and working with teachers.

Selection Criteria

- Demonstrated ability to undertake financial and accounting responsibilities including use of computerised financial/administrative systems
- Competency in word processing
- Demonstrated capacity to exercise initiative, organise resources and meet deadlines
- Capacity to provide leadership and supervise staff
- Effective oral and written communication skills
- Ability to manage an office

SCHOOL ADMINISTRATIVE OFFICER

Responsible to the Principal for assisting in a range of school, classroom and office activities eg record keeping, book keeping and other clerical duties, reception; operating and maintaining classroom and office equipment; purchasing; preparing and maintaining stock and learning/resource materials.

Selection Criteria

- Effective communication skills
- Ability to meet deadlines
- Ability to work with teachers and students
- Ability to perform tasks in one or more of the following areas: office procedures; accounting procedures; word processing; operation of computers and/or classroom/office equipment; library procedures; hospitality and/or design and technology science.

TEACHERS AIDE SPECIAL

Duties focus primarily on assisting teachers in the implementation of individual educational programs and individual transition programs and also assisting teachers in providing opportunities for children with special needs to develop personal, social, domestic and pre-vocational skills and attending to the personal care needs of children. Duties may also include the operation of audio-visual aids, duplicating, issuing of learning materials and minor clerical duties.

Selection Criteria

- Awareness of the needs of students with disabilities
- Ability to work with students with emotional, physical or intellectual disabilities
- Effective communication skills

TEACHERS AIDE PRESCHOOL

Duties focus primarily on assisting teachers with daily preschool activities including setting up and clearing of the playroom and playground, cleaning of equipment and issue of learning materials. Duties may also include the operation of audio-visual aids, duplicating and minor clerical duties.
Selection Criteria

- Awareness of the needs of young students
- Ability to work with young students
- Effective communication skills

TEACHERS AIDE SPECIAL (braille transcriber)

Duties focus primarily on assisting teachers to provide braille, tactile, large print and computer format materials. Duties may also include the operation of audio visual aids, duplicating and, issue of learning materials and minor clerical duties.

Selection Criteria

- Awareness of the needs of students with visual disabilities
- Ability to work with students with visual disabilities
- Effective communication skills

TEACHERS AIDE SPECIAL (sign interpreter)

Duties focus primarily on assisting teachers to provide sign interpreter services in classrooms and for school activities; maintaining and developing sign language skills of students, teachers, families and the wider community. Duties may also include the operation of audio visual aids and duplicating. Issue of learning materials and minor clerical duties.

Selection Criteria

- Awareness of the needs of students with hearing disabilities
- Ability to work with students with hearing disabilities
- Effective communication skills

ABORIGINAL EDUCATION ASSISTANT

To support Aboriginal students and parents and their teachers in developing student outcomes. To be a point of contact between the school and the Aboriginal community.

Selection Criteria

- Aboriginality
- Understanding of the needs of Aboriginal students
- Knowledge of Aboriginal communities and cultures
- Effective communication skills
- Ability to interact with Aboriginal students and parents

Note: Aboriginality is a genuine occupational qualification and is authorised by Section 14 of the Anti-Discrimination Act 1977.