



Education

DUBBO COLLEGE

EXPRESSION OF INTEREST



DUBBO
COLLEGE

**Position: School Administration Officer
Dubbo College South Campus
Temporary 2025 with the possibility of extension**

This form and accompanying documents must be **submitted to Sharna Boxall via the email address below by: 5:00pm Tuesday 8th July 2025.**

ABOUT THE ROLE:

Expression of interest applications are invited for a position as a School Administrative Officer (SAO). The role will be 1.0 FTE starting Term 3 for the remainder of 2025, with the possibility of extension in 2026.

The successful applicant requires highly developed organisational, communication and strong interpersonal skills. Although not necessary, experience in key administration software including ERN, SAP, Sentral, School Bytes, Adobe and Microsoft Office Suite is desired.

School Administrative Officers are required to undertake a wide range of administrative duties to facilitate student learning, school routines and classroom activities. This can include word processing, managing emails and other correspondence, maintaining school and student records, student payments, finance, purchasing and assisting with first aid. [CLICK HERE](#) to view Statement of Duties - School Administrative Officer (SAO)

POSITION CRITERIA:

- Highly developed communication (written and verbal) and interpersonal skills with the ability to work as part of a team.
- Demonstrated capacity to meet deadlines, show initiative, multi-task and prioritise work in a busy office environment.
- Ability to interact with school staff, students and members of the school community.

Demonstrated knowledge of and experience in computer applications such as Microsoft Office, Adobe and Outlook. Experience using or ability to learn DoE systems such as Microsoft Teams, School Bytes, ERN, Sentral and SAP.

First Name	
Last Name	
WWCC and Expiry	
Contact Number	
Email Address	
Applicant's Signature Date

APPLICANTS MUST SUBMIT:

- Completed EOI form
- A supporting statement (up to 2 A4 pages) as to your suitability, experience and qualifications for this position, addressing the position criteria
- The names and contact details of 2 referees that may be contacted as part of the process (one referee must be your current workplace supervisor)

Referee 1:

Name:

Contact details:

Referee 2:

Name:

Contact details:

Please submit applications by 5:00pm Tuesday 8th July 2025:

Contact: Sharna Boxall

Email: dubbosouth-h.school@det.nsw.edu.au

Phone: 6882 3744

All applicants will be advised of the outcome via email.