



Education &
Communities

Public Schools NSW

Educational Services

SASS Reference Group, Talavera Road

2015 SAO Conference

Recognise Your Strengths, Discover The Opportunities.

This conference aims to enhance and support the role of the School Administrative Officer. We endeavour to provide an insight into the management of the school office by sharing information to create awareness and to encourage the opportunity of utilising personal strengths and attributes to contribute to achieving team outcomes.

Employee Services - Bathurst

Updates and information will be provided on casual, temporary and permanent positions, Long Service Leave, Leave Without Pay etc. An opportunity to raise queries and questions will be welcome in the Q & A session following the presentation.

Marilyn Smith – Recognise Your Strengths

This session will work toward identifying different behavioural styles and how to identify and maximise your own personal strengths to enhance your achievements and success both at work and home.

The role of the SAO's in the lead up to deployment.

Deb Smithers, SAM, Turramurra High School (Business as Usual, formerly 229 school) will provide an insight into the changes encountered by a school office since deployment. Tips will be given on how SAO's can best prepare for the awaited deployment to support their SAM's in the day to day management of the school office.

School Office Awareness – What, Why and When?

This session has been incorporated to refresh and inform SAO's about common tasks and duties that are undertaken by SAM's on a day to day basis.

- Chart of Accounts
- Tied Funds
- CEPs
- BAS Statements
- Bank Reconciliations

Dee Why RSL – Monday 13th July 2015 Event ID [104261](#)

Mingara Club – Friday 17th July 2015 Event ID [107135](#)

Please visit [MyPL](#) and enter Event ID or click on the above hyperlinks to enrol.

Enrolments close Wednesday 24th June 2015.

Further Information

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NSW Department of Education and Communities