

Major functions and skills

Major function and skill codes are used by the site manager to describe the requirements of a vacancy for an ancillary employee within a school or preschool site.

A [major function](#) is a key focus area in a work site. It is the consolidation of a range of related skill/ knowledge/ experience/proficiency and expertise. A person appointed to a vacancy in a work site with a function as a descriptor could expect this to be a significant part of the task they would undertake in their role.

You must list at least one major function in your application in order to be considered for employment as an ancillary worker (school services officer, early childhood worker, government services employee and aboriginal community education office) with the department.

[Skills](#) indicate a specific task or proficiency required by a site. The skills are directly relevant to one or more major functions. Although the list of skills is most readily applicable to people already working in a site, many applicants will have gained skills from other work and community experience that meets the requirements.

Other expertise refers to additional relevant skills that a person has gained which compliment a major function.

Please note:

- many vacancies require more than one major function or skill requirement and could involve a range of duties and responsibilities
- you may choose any major function(s) listed from the drop down box for which you meet the [criteria](#).
- your referees will be contacted to verify any functions or skills that you nominate when you are being considered for a vacancy
- please ensure that you have provided your referees with information of your experience and abilities which satisfies the criteria relevant to that code. Providing explicit examples from your experience as it relates to some or all of the tasks listed relevant to the function or skill can also be useful for your referees to assist in their verification
- bilingual school services officer (BI) in the school sector will require their skills to be verified through an interview process by the ESL program before they can be offered employment in this field. For further information regarding the role of the bilingual school services officer please click on the BSSO program link: [bilingual school services officers program](#).

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| Employable applicants Applications for teaching or ancillary pools (ETR/EAR) Authority to teach/work letters Requirements for employment | Education.Recruitment@sa.gov.au |
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