

JOB DESCRIPTION



POSITION

Education Support Officer-Administration Communications and Marketing Assistant

A. Job Specification

Summary of Purpose of Position and Its Responsibilities

The role of the Communications and Marketing Assistant is to assist in the development, implementation and review of strategic marketing and communication activities as a member of the Development Office team. This will require the establishment of productive and collaborative relationships with team members, other staff, clients and the wider School community.

Terms & Conditions of Employment

- This is a 0.6 one year part-time contract position working for 44 weeks per year.
- The level of remuneration is established by reference to the School Assistants (Non-Government Schools) Award, and is subject to change from time to time in accordance with the St Peter's Woodlands Enterprise Agreement.
- This is a Level 3 position.
- You will be required to work 22.5 hours per week, the hours of work are negotiable with the Principal, however it is expected that the person will work during regular school terms and in some school holidays.

Reporting and Working Relationships

Whilst you are a member of the Staff of St Peter's Woodlands, you are directly accountable in your day-to-day operations to the Communications and Marketing Manager. You will meet on a weekly basis with the Development Office team which includes the Principal and Business Manager.

A critical part of your role is to develop a collaborative relationship with other members of the Development Team.

Key Responsibilities / Duties

- Create content for a range of resources including eNewsletters, flyers, eDMs, promotional materials
- Support with delivering marketing projects
- Assist with the management of social media channels
- Assist with event management
- Assist staff with content creation and design
- Undertake essential uploading and editing when requested, of MailChimp, Skoolbag, Wordpress, Trybookings
- Support with photography and video projects as required
- Attend and act as Minute secretary for Development Office meetings and SPW Foundation Incorporated meetings
- Undertake essential administrative tasks as requested
- Assist in the Front Office as required
- Comply with all SPW policies and procedures

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- Comply with the SPW Workplace Health and Safety policy. The onus is on you to appreciate any restrictions you may have in relation to your health. You must take reasonable care to protect your own health and safety as well as the health and safety of others who may be affected by your actions or omissions.

B. Person Specification

1. Essential Skills and Abilities

- Excellent verbal and written communication skills
- Proficient working knowledge of the Microsoft Office Suite and Adobe Creative Suite of Software and the ability to build skills in other relevant program/software as required eg. website, social media
- Excellent interpersonal skills and the ability to form effective relationships, with people of all ages, and work collaboratively as part of a team
- Ability to manage competing demands within specified timelines
- High quality administrative and organisational skills
- Excellent graphic design capabilities to ensure the timely production of eNewsletters, flyers, eDMs and promotional materials

2. Essential Experience

- Experience in the development of graphic design material
- Experience creating content for a range of resources including the ability to assist staff in this process
- Experience working within a team environment and managing multiple priorities
- Experience working in a marketing, communication or administration role (or similar)

3. Desirable Experience

- Worked in an independent school environment
- Experience in event management
- Experience working with 'MAZE', 'Frog' and 'iWise'

4. Essential Qualifications

- Completion of a relevant degree or an equivalent combination of relevant experience and/or education/training
- Mandatory Notification Certificate or the willingness to undertake the same
- Current DCSI Police clearance or the willingness to undertake the same
- First Aid Certificate or the or the willingness to undertake the same
- A willingness to contribute to the Christian ethos of the school

Signed & Accepted by:		Dated:	
Employee Name:			
Signed by Line Manager:		Dated:	
Line Manager Name:			