

School Events & Administration Officer

Position Description



TRINITY
ANGLICAN COLLEGE

Role:	School Events & Administration Officer
Commencement Date:	June 2022
Employment Type	Full-time
Tenure:	Fixed-term contract for six months (with possibility of ongoing)
Responsible to:	Deputy Principal
Works with:	School Calendar and Communication Officer, Operations team, Marketing Manager, Reception, Student Services/Health Centre, Daily Organiser, teaching and non-teaching staff
Location:	Thurgoona
Award:	Independent School NSW (Support and Operations Staff MEA 2017)

POSITION DESCRIPTION DOCUMENT PURPOSE

The purpose of this position description document is to provide you with a clear understanding of your role, and how that role fits within Trinity Anglican College as an organisation. This document provides an outline of your key areas of responsibility and accountability. It does not provide an exhaustive list of tasks and activities that are required to be performed in order to fulfil the role.



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ABOUT US

Trinity Anglican College is a co-educational school with 1200 students from Kindergarten to Year 12. We are the largest independent regional school in NSW and a proud member of the Anglican Schools Commission. The College has earned a reputation as the 'school of choice' in this region because we believe that every child has the right to an engaging and joyful school experience.

Trinity is an inclusive, faith-based community school in the Anglican tradition that values the uniqueness of every child and community member.

Trinity has a dynamic and dedicated staff team. We believe in a collaborative staff culture and staff engagement, playing to people's strengths and providing opportunities for development and growth.

Our Strategic Vision focuses on the holistic wellbeing of a student. The empowerment of each student is essential to the fulfilment of the Vision.

THE ROLE

The School Events and Administration Officer fulfils a key role within the Operations Team and is responsible for, under the direction of the Deputy Principal, ensuring the smooth running of all school events. The primary objective of the School Events and Administration Officer is to coordinate the operational planning and delivery of all aspects of events within the school such as venues, catering, and event presentation, set up strategy, resource allocation and logistics thus delivering events that enhance the reputation of the school.

The School Events and Administration Officer must be exceedingly well organized, flexible and enjoy administrative challenges of supporting an office of diverse people.

RESPONSIBILITIES AND DUTIES

The key responsibilities of the role include (but are not limited to):

Events

- Gather and collate all event requirements and prepare detailed documents to ensure event success
- Communicate all requirements for events to the appropriate support staff within the deadlines
- Provide event coordination expertise to stakeholders offering advice and suggestions for continuous improvement
- Perform detailed evaluations after each event keeping accurate records including photos, timing and details of the events for future reference

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- Building relationships and rapport with the school community
- Assisting in the planning and organisation of school events such as parent teacher interviews, staff meetings and professional development, student graduation nights, Speech and Presentation Days, student assemblies, school carnivals, camps and excursions
- Ensure effective communication with all relevant parties including liaison, invitations, programs, certificates and catering
- Work closely with the College Leadership Team, Middle Leaders and Faculty Leaders in the planning and delivery of their relevant events
- Responsible for the booking of events and liaise with relevant parties to ensure a professional and seamless function
- Legal compliance and working knowledge of liquor licensing, music licensing, safety regulations and security procedures
- Work collaboratively with the Marketing Manager and the Communications Officer for support with tasks including the promotion of events

Administration

- Preparing student certificates for the junior and senior school assemblies and special events
- Booking facilities and resources, including catering and transport, for scheduled College events, excursions and camps
- Ordering merchandise and gifts for special events
- Maintain the booking calendar for specific facilities and resources at the
- Maintaining the general filing system and filing correspondence
- Providing word processing and clerical support
- Assisting as back-up Reception and Health Centre/Student Services
- Answering phone calls, directing phone calls to the appropriate person, taking messages and assisting clients when directed
- Attend team meetings as scheduled
- Make a positive contribution to the team environment
- Other duties as assigned by the Deputy Principal

QUALIFICATIONS

- A Degree in a related field (Business and Event Management (or similar)) is desirable but not essential.
- Current Working with Children Check
- Current First Aid certificate

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EXPERIENCE

- Demonstrated ability to work collaboratively and cooperatively in teams across an organisation to deliver shared goals
- Experience in the service desk and reception skills
- A minimum of 1 years' experience in a events role, ideally within a school environment.

SKILLS

- Exceptional communication skills both written and verbal, strong interpersonal skills and experience in maintaining cooperative partnerships within the organisation
- Advanced computer literacy and extensive experience with Microsoft Office products
- Skilled in negotiating conflicting interests to ensure a positive outcome
- Be a team player with experience working within a team and independently
- Well-organized and committed
- Creative and energetic
- High order critical thinking, analytical and problem-solving skills and the ability to develop innovative solutions
- Ability to prioritise workload and meet deadlines
- A willingness to do what it takes to get the job done, coupled with a flexible approach and pleasant manner

REMUNERATION

Terms and Conditions of employment will be in accordance with the '*Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017*'. Remuneration will be determined by the Principal according to qualifications and experience.

STATEMENT OF COMMITMENT TO CHILD SAFETY

Trinity Anglican College is committed to being a Child Safe organisation. The College has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. Trinity Anglican College regards its child protection responsibilities with the utmost importance and, as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations to maintain a child safe culture.