JOB AND PERSON SPECIFICATION

LOCATION: KING’S CAMPUS

RESPONSIBLE TO: DEAN OF ADMINISTRATION

TITLE/POSITION: ASSISTANT TO THE DEAN OF ADMINISTRATION: ELECTRONIC COMMUNICATIONS CO-ORDINATOR.

AGREEMENT: PEMBROKE SCHOOL INC ENTERPRISE AGREEMENT 2012

CLASSIFICATION: PERMANENT, PART-TIME: LEVEL 4 - ADMINISTRATION SERVICES STREAM

HOURS OF DUTY: 42 WEEKS PER YEAR (TERM TIME PLUS 10 DAYS AS NEGOTIATED), 37.5 HOURS PER WEEK, MONDAY TO FRIDAY 8.00AM TO 4.30PM WITH A ONE HOUR LUNCH BREAK. OCCASIONAL OUT OF HOURS WORK NECESSARY

COMMENCEMENT:

OVERVIEW OF ROLE:

The key element of the role is to assist with the transition to a more electronic-based communication within the School. In addition, support will be provided to the Dean of Administration. This is a new role in the School and will, as such, evolve over time. Duties will therefore be subject to periodic review, development and refinement, in consultation with the successful applicant.

REPORTING/WORKING RELATIONSHIPS

Whilst ultimately responsible to the Principal, all non-teaching staff report to the Business Director. However, on a functional basis, the Dean of Administration shall provide direction and line management. The position will also work closely with School Management, staff, and parent & old scholar associations as directed by the Dean of Administration

SUMMARY OF DUTIES:

1. Develop and maintain effective communication with all stakeholders in the School – including: staff, parents, students, School Associations, parent bodies and external organisations as required.

2. Assist the Dean of Administration in developing and maintaining web-based and other electronic communications with all School stakeholders.

3. Work with the Dean of Administration to prepare and maintain all aspects (eg. compilation, proof-reading, clash resolution and printing) and versions of the annual whole School calendar of events.

4. Desktop publishing and word processing of correspondence, publications and booklets as required, including but not limited to: letters, newsletters, calendars, the student diary, handbooks, and programmes for special School events.
5. Provide assistance and support for the Dean of Administration. This might include but is not limited to: preparation of meeting agendas and minutes, filing, making and managing appointments, answering, following up or referring queries, and ensuring organizational arrangements for meetings, functions and events are in place.

6. Utilise the School database, Synergetic, to prepare communications with all stakeholders, maintaining and updating records that pertain to the office of the Dean of Administration.

7. Provide support for the logistics for major School events as required – examples include but are not limited to: Speech night, ANZAC Day Service, Boarding House functions and official openings of new facilities.

8. Undertake all duties in a manner which supports and is consistent with the School’s aims.

9. Any other reasonable duties as directed by the Dean of Administration and/or the Principal commensurate with training, skills and/or experience.

**Work Health and Safety:**

1. Perform the above duties in line with any safe work practices and processes, and conduct oneself at work in a manner that is safe to self and others.

2. Report all hazards, incidents, accidents when witnessed or involved, in accordance with the School's WH&S policies and procedures.

3. Use any equipment provided for health or safety purposes.

4. Obey reasonable instruction given by the School, in relation to health and safety at work.

**PERSON SPECIFICATION:**

**Personal Abilities / Aptitudes / Skills**

The Assistant to the Dean of Administration will have:

- Exceptional and demonstrated skills in clear and effective communication, both of a verbal and written nature.
- Accurate, fast and competent typing, data entry and word processing skills.
- An aptitude for and the capacity to work across different Information Technology platforms and web-based communications including but not limited to: desktop publishing, database, portals, website design, Short Messaging Service (SMS).
- The ability to effectively connect with and relate to all School stakeholders in a friendly, respectful and professional manner.
- Superior organisational skills, be able to work independently and display high levels of initiative and motivation.
- The ability to effectively manage and achieve deadlines, prioritise work and multi-task.
- Professional, well presented and diplomatic persona.
- The ability to maintain appropriate confidentiality and discretion.
- A positive approach to challenges and problem solving.

**Experience:**

- It is preferred that the successful incumbent has current or recent experience in a similar role.
- Current or recent knowledge of a school environment is desirable but not essential.
- Demonstrated experience in working in a web-based environment is desirable.

**Knowledge**

- An understanding of and commitment to the culture of Pembroke School.
- A high level of proficiency and demonstrated skills and competencies in the full Microsoft Office Suite.
- A high level of proficiency and demonstrated skills and competencies in InDesign or comparable desktop publishing software.
- An understanding of school administration databases, preferably Synergetic.

**IMPORTANT NOTICE:** The successful applicant will be required to complete a National Criminal History Check and Screening Assessment and clearance received by and satisfactory to the School, prior to commencement.