



St Catherine's School

Waverley

*An Anglican day & boarding school for girls,
Kindergarten to Year 12. Founded in 1856.*



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Position: Community Relations Administrator

Responsible to: Headmistress

Reporting to: Director of Community Relations

Effective date: January 2015

Position Purpose:

The Community Relations Administrator will assist the Director Community Relations to implement the programs and activities associated with the St Catherine's School Community Relations office which include, but are not limited to, the St Catherine's Foundation and its subcommittees, the P&F Association, and the parent community.

The individual will be required to work throughout term time and school holiday periods, on a full-time basis. In order to meet the dynamic requirements of this role, flexibility of working hours, including evenings and weekends is essential.

Major responsibilities:

1) School:

- Work with the Alumni Relations Coordinator as necessary on Old Girls' activities and reunions.
- Administer the Casserole Crises program working with Director Community Relations and senior staff.
- Work with the Functions and Events Coordinator as necessary on the school events program.
- Production of invitations and flyers as required to support the events program.
- Manage data entry, reconciliation, export of data and report development, relevant to the Community Relations programs.
- Assist Deli and Uniform managers as required.

2) St Catherine's Foundation & Parents & Friends Association:

- Assist with the organization and preparation of Foundation functions.
- Work with the Director Community Relations to develop and implement appropriate stewardship programs to support all fundraising initiatives.
- Develop effective working relations with a cross section of the school community from volunteers, through to parents, staff and past students.
- Work with the St Catherine's P&F Association with particular reference to the class parent network to manage arrangements for P&F events, activities and attend committee meetings as required.
- Compile and maintain class lists for parent community on a quarterly basis.

3) Other Duties:

- General administrative and clerical support as required by the Director of Community Relations
 - This will include photocopying and collation of school mail-outs; manage the running of reports, production of label runs and invitation lists.
- To comply with the schools policies and procedures as well as Health and Safety requirements.
- To participate in any training when required
- Attend any number of required after hour meetings and events which will occur from time to time.
- Maintain and update website/portal content for P&F, Foundation, Uniform Shop and Deli.
- Periodic photography and proof reading for Media Communications team as required.
- Undertake any other duties as required.

4) Undertake other duties as required by the Headmistress.

SELECTION CRITERIA

The success candidate will possess the following skills and competencies:

Competencies:

- a strong work ethic and a desire to succeed
- the ability to work as an effective and productive team member
- the ability to maintain strong confidentiality as is necessary
- the ability to work on multiple projects simultaneously
- ability to work to deadlines
- effective and efficient communications with all members of the St Catherine's community
- the ability to proactively and effectively communicate the school's response to a range of activities and to demonstrate at all times support for decisions taken by the school which may from time to time conflict with the views of selected parents willingness to undertake professional development as appropriate and as suggested by the Director Community Relations.

Skills:

- effective organisational skills
- effective communication skills
- excellent time management and administrative skills
- good telephone manner
- excellent database management and understanding
- accuracy and initiative
- expertise in the manipulations and use of a variety of Software packages including the Microsoft Suite but particularly with excel and InDesign.
- Basic understanding of and experience with accounting procedures is required.