

Position Description

This position description summarises the essential responsibilities, activities, qualifications, and skills for this position and may be reviewed or modified by the Principal or their delegate, in response to the strategic direction of the school and the development of skills and knowledge for this position.

Position Details

Position	PA to the Director of Community Engagement & Community Engagement Coordinator
Award	Educational Services (Schools) General Staff Award 2020
Reports to	Director of Community Engagement

Child Safety

Trinity Grammar is a school where the dignity of each person is recognised, respected, and fostered. The School has zero tolerance for child abuse and will treat very seriously all allegations and concerns. In line with its commitment to child safety, the School has put in place policies and procedures to uphold the Victorian Child Safe Standards. These standards aim to promote child safety, prevent child abuse, and set up processes to properly respond to allegations of child abuse.

All employees at Trinity Grammar School are required to:

- Have a current Working with Children Check or VIT registration
- Complete all mandatory reporting training and education about child safety
- Adhere to the School's Child Protection Policies, Staff Code of Conduct and associated policies and procedures
- Report suspected cases of child abuse in accordance with the School's policies

Position Summary

The purpose of the position is to primarily assist and support the Director of Community Engagement with administrative functions and in all aspects of the development and fostering of strong connections within the Trinity community, including administration and event assistance.

The role shares responsibility for the holistic data management for the School's fundraising and community engagement processes. This is a dual function position which incorporates actively engaging with all stakeholders as the Team's Community Engagement Coordinator.

As part of the Community Engagement Team and wider Educational Support Staff team, the incumbent will work to achieve team-based deliverables and individual goals while providing a high standard of service to support the School's functions and programs. The person in this role takes direction from the Director of Community Engagement and, as a member of the Educational Support Staff, the position also reports to the Director of Business.



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Educational Support Staff Commitment

All members of the Educational Support Staff (ESS) team are expected to support each other in achieving operational and strategic goals and work towards the continuous improvement of the school's systems and programs. ESS must be willing to assist and support other members within the team in accordance with our School's expectations of collegiality and teamwork. The Director of Business or their delegate may assign reasonable duties in addition to those listed in this position description.

Responsibilities	Performance Outcomes
To promote and enable the Trinity Strategic Purpose and Values	The Purpose and Values of the Strategic Plan are evident in the observable behaviours and professional practice of all staff at Trinity Grammar School.
Provide students with a child-safe environment	<ul style="list-style-type: none"> A demonstrated understanding of appropriate behaviour and legal obligations relating to child safety Be familiar with and comply with the School's Child-Safe Policy and Code of Conduct, and any other policies or procedures relating to child safety
To inspire, motivate and grow a positive and collaborative learning culture across the School community	<ul style="list-style-type: none"> An environment of professional trust, empowerment and learning is fostered Observable professional behaviour and professional courtesy is modelled at all times A culture of high expectations and standards is evident in staff work practices and behaviours The PA to the Director of Community Engagement: <ul style="list-style-type: none"> remains informed in all areas of School life works effectively with all members of the community
Provision of efficient and effective support to the Director of Community Engagement	<ul style="list-style-type: none"> High-level and proactive administrative support is provided to the Director of Community Engagement on a daily basis to ensure the Community Engagement office functions soundly and positively Efficient administration of Community Engagement meetings, interview and appointments is undertaken, including maintenance and presentation of the Community Engagement Office Calendar, diary, travel and email support to the Director of Community Engagement and Community Engagement office is managed diligently Customer service duties for the Community Engagement office is presented in a professional, welcoming and hospitable manner
Community Engagement activities and key functions are administered and supported in a professional and positive manner	<ul style="list-style-type: none"> Effective support and assistance is provided to the various events and activities of the Community Engagement calendar, supporting the Development Manager and Events Staff as required Efficient coordination of content for the fortnightly newsletter that is timely and accurate.



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	<ul style="list-style-type: none">• Maintenance of the Development database and other records repositories is accurately, diligently and effectively undertaken, including effectively reviewing and assisting with reports for fundraising, alumnae, communications and event related data/records• Efficient customer service orientated relations with all stakeholders, vendors, visitors and contractors are maintained• Effective support of the archivist as directed by the Director of Community Engagement including, creation of asset lists, database entry etc.
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Qualifications and Skills

- Excellent oral and written communication and interpersonal skills
- Synergetic database experience highly desirable but not essential
- Previous experience working in an educational environment is highly regarded
- Excellent customer service and stakeholder engagement
- A demonstrated ability to communicate on another's behalf, tailoring written and oral communication styles for specific audiences
- Experience providing executive or administrative support
- Experience working with multiple data sources and databases
- Ability to manage competing tasks and use judgement to prioritise workload
- Proactive working style with a problem-solving mindset
- Process and respond to information to facilitate communication flow
- Good accuracy in editing and formatting documents
- Ability to follow up requests from colleagues respectfully and efficiently
- Establish own work schedule to achieve deliverables within working hours
- Excellent data integrity and digital literacy
- Excellent IT skills including proficient use of the Microsoft office suite applications and database systems
- Ability to think strategically and anticipate business needs
- Timely and efficient responses to internal and external enquires
- Personable, compassionate, courteous, discreet, professional and engaging work style with a focus on outcome delivery
- Working as part of a diverse team and working autonomously with limited supervision
- Excellent interpersonal skills that are evident through effective communication across the School and building and maintaining constructive working relationships
- Adaptable and flexible work ethic with a good understanding of the evolving nature of schools
- A strong capacity for patience and empathy in fostering a culture of care, innovation and high performance
- Ability to champion and embody the School's values through conduct, performance and collegiality
- A reliable and dependable person who demonstrates professional integrity at all times

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Key Working Relationships

- Community Engagement Team members
- Principal and EA to the Principal
- Deputy Principal / Head of Senior School and PA to Deputy Principal / Head of Senior School
- Director of Business and EA to Director of Business
- Director of Human Resources and Human Resources Team
- Student Services and Administration Manager
- Property Team
- Parents' Association, Old Trinity Grammarians' Association and other Friends / Support Groups

Policies and Procedures

All employees of Trinity Grammar School are expected and required to understand and adhere to all school policies and procedures. It is a condition of employment that all employees attend and participate in all training provided to them regarding policies and procedures in accordance with legislative requirements. A breach of school policy may result in disciplinary action.

Approval

Developed by	Director of Business
Approved by	Director of Business
Approval date	March 2022
Next review date	March 2025