

WAVERLEY CHRISTIAN COLLEGE Inc

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Position Description

Name:

Position:

Publications and Communications Assistant

Campus:

Wantirna South and Narre Warren South

Employment Status:

FTE 0.6

Reports Directly To:

Publications and Communications Coordinator

Ministry Specifications:

The Communications Officer is responsible for the design and production of internal and external promotional materials and advertising.

Responsibilities:

- Produce the Wantirna South and Narre Warren South Principal's fortnightly Newsletter
 - Correspond with staff regarding articles and deadlines
 - Work with relevant staff on proofing and final checks
 - Distribute Newsletter to Staff, Parents, College Council and others
 - Keep Newsletter updated on Waverley Engage for parent and student access
- Alumni
 - Source Alumni 'news' content for publication
 - Maintain the FB page (including posts, managing 'friend' requests)
 - Correspond with VCE Coordinators/Enrolments/Database staff to ensure continuity
 - Plan reunions
- Coordinate the College's official photographic imagery collection
 - Take quality photos as required
 - Maintain the College Photo drive for web and College publication purposes
 - Educate and motivate staff to capture the ongoing life of College activities and to utilise the College Photo drive
- Maintain and review College electronic platforms
 - College website
 - FaceBook Page/s
 - LinkedIn
 - Wikipedia
- Proof reading of outgoing content
- Assist Coordinator as required
- To actively pursue best practice in the areas of responsibilities

Inherent Requirements of the Position

Administration / IT Staff

- Prolonged periods of sitting
- Using a computer for a prolonged period of time
- Some repetitive actions (e.g. stapling, hole punching, collating)
- Occasional food handling and preparation
- Ability and a licence to drive College cars, as required
- Occasional bending, lifting and carrying
- Standing tasks requiring twisting and turning

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards to the Bursar and Property Manager as soon as possible

College expectations of you include:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in relevant meetings
- Attendance at the first day back for staff, Staff Retreat and end of year function

Some duties will need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.