

WAVERLEY CHRISTIAN COLLEGE Inc

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Position Description

Position:	School Magazine Coordinator
Campus:	Narre Warren South
Employment Status:	FTE 0.067 (5 hours per fortnight)
Reports Directly To:	Head of Campus

Ministry Specifications: Responsibilities

To coordinate the production of the NWS School Magazine as follows:

- Set up current year 'School Magazine Folder' on the College Photos Drive
- Produce timeline for School Magazine
- Notify staff and SMT members of timeline deadlines
- Collection of College photos for inclusion in School Magazine
- Liaise with teachers and other staff for their page articles and photos
- Liaise with volunteer school magazine photographers as required for up-to-date student and campus photographs
- Periodically take photographs of College activities through the year
- Manage and maintain photographs on WCC College Photo Drive
- Liaise with graphic designer and printer
- Liaise with PA to Head of Campus regarding deadlines and proofing of School Magazine
- Supply the final draft of the School Magazine to the Head of Campus for proof-reading

Administration Duties

- To acquire a good knowledge of the school's structure and personnel in order to collate and coordinate the production of the WCC School Magazine
- To ensure the timely collection and submission of all staff and SMT member articles to the graphic designer meeting all deadlines
- To acquire and apply a working knowledge of the printer's requirements and timelines for all files and in their respective formats.

Inherent Requirements of the Position

Administration / IT Staff

- Prolonged periods of sitting
- Using a computer for a prolonged period of time
- To be familiar and competent in the use of a digital camera
- To be coherent in the use of digital photography software (e.g. PhotoShop/Adobe Publishing Suite)
- Some repetitive actions (e.g. stapling, hole punching, collating)
- Ability and 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

Administration/Duties

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 for all staff, Staff Retreat and end of year function
- Participation in 'in house' Professional Development Activities

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.