

# POSITION DESCRIPTION



**The Cathedral School**  
of St Anne & St James  
T O W N S V I L L E

## ROLE TITLE:

Events Coordinator (Full-time Term-time)

## REPORTS TO:

Luke Bails (Principal)

Tonia Gloudemans (Deputy Principal)

## INDUSTRIAL AGREEMENT:

The Queensland Anglican Schools Enterprise Agreement

## CLASSIFICATION:

School Officer – Administration

## LEVEL:

Level 3

## DATE PREPARED:

December 2024

The Cathedral School is seeking a highly organised and detailed-orientated Event Coordinator to join our team. If you excel in planning, have a keen eye for detail and thrive in a dynamic environment, we want to hear from you! The position is a full-time position working Monday to Friday during the school term and would suit someone seeking time off during the school holidays. Some hours will be required to be worked outside of normal business hours supporting and attending school events.

The Cathedral School of St Anne & St James located in Mundingburra is Townsville's only Independent Anglican School for boys and girls from Early Childhood to Year 12 and boarding students from Year 7 to 12. The school is set amongst a lagoon and lush tropical rain trees creating a wonderful canvas to inspire learning and creativity. At Cathedral we 'educate for life-long success'. We know that this requires a well-rounded education and a focus on developing the "whole person" by nurturing the body and spirit as well as the mind.

## ORGANISATIONAL ENVIRONMENT:

The Cathedral School is an Anglican co-educational school of approximately 1200 students from six weeks old to Year 12 including 170 boarding students from Years 7 to 12.

## MISSION:

The mission of The Cathedral School is to be a caring, Christian community in which students are challenged and inspired to explore, learn, and grow so they will be equipped to make wise decisions as informed members of society.

### AIMS:

1. To be a centre for academic excellence.
2. To encourage an understanding that the spiritual and moral aspects of life are central to our humanity.
3. To affirm the unique worth of the individual.
4. To inspire our students through creative, purposeful, enjoyable learning, to reach their full potential.
5. To develop attitudes which are anticipatory, visionary, and reflective.
6. To educate our students to be discerning, sensitive, and responsible.

### ORGANISATIONAL EXPECTATIONS:

All employees are expected to respect the confidentiality of the individual, and to treat all members of the school community with courtesy.

All employees are bound by the requirements of the school's policies, procedures and any other practices (such as the Code of Conduct and Dress Code) and are expected to provide appropriate support and pastoral care to students of the school.

The Cathedral School is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *Workplace Health and Safety Act*.

The Cathedral School is committed to the safety and wellbeing of children enrolled at the school. As a condition of employment in accordance with the *Working with Children (Risk Management and Screening) Act 2000 (Qld)*, employees are expected to obtain and hold, for the duration of employment, their Queensland Teacher Registration.

Staff are required to take an active role and be well informed regarding their legal obligations in relation to child safety and duty of care. Staff must familiarise themselves and comply with the school's Student Protection Manual.

Proof of qualifications will be required prior to commencement.

The position description is a guide only and is not intended to be an exhaustive list of duties attached to this position. They may also vary over time to reflect the changing needs of the school. Employees may be required, from time to time, to undertake duties that are outside their usual role or specialism, but within their skills, competency, and capability.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways which are inconsistent with their obligation to act impartially. Nor should such information be used improperly to cause harm or detriment to any person, body, or the school.

## PRIMARY ROLE PURPOSE

The Events Coordinator will be a highly motivated and enthusiastic professional who will be responsible for planning and organising a variety of school events, ensuring they run smoothly and efficiently from start to finish including supporting events currently led by various staff within the school community. A personable approach and an understanding of events coordination is required. The Events Coordinator will be motivated by the desire to deliver and implement initiatives to a very high standard.

The full-time term-time position will oversee the logistical planning and on-site operations whilst coordinating with various stakeholders within and outside of the school. A strong attention to detail and experience managing budgets, timelines, and resources is required to ensure events are delivered on time and on budget.

The position is expected to support the school community (Principal, staff, students, and parents) in the continued promotion of the philosophy of the school which is founded on the Mission Statement.

This role will require you to work outside of normal business hours when necessary to attend and support school events.

## RELATIONSHIPS AND AUTHORITY

The position is responsible to the Deputy Principal for the day to day performance of duties. Employees at this level are responsible and accountable for their own work and may have designated responsibility for the work under their control.

This level requires employees to carry out work with general supervision on progress and outcomes and involves the application of knowledge with depth in some areas and a broad range of skills. Employees will be able to accept responsibility in meeting time deadlines and will display an ability to maintain confidentiality. They will use judgement and initiative regularly in order to complete the tasks assigned to them.

The position will require effective communication skills with parents, staff (including management) students and the general public to respond to queries and to address issues in accordance with established routines, methods, and procedures. Areas of work may include liaison between the school and various stakeholders where personal knowledge and initiative may be applied to planning, actions and achieving outcomes.

Problems are solved by reference to established practices and procedures, and the application of initiative or judgement in applying them or by reference to the Deputy Principal. While competencies are normally used within routines, methods and procedures, there may be a wide range of roles and tasks in a variety of contexts where there is complexity in the extent and choice of actions required to undertake roles and complete tasks.

From time to time this position may be required to assist on activities not directly related to the duties and responsibilities of this position. Employees may be required to fill other positions as required.

## SKILLS AND KNOWLEDGE

### ESSENTIAL CRITERIA

The Events Coordinator will be required to meet the following Essential Criteria and actively work towards obtaining the desired Competencies, Knowledge & Skills.

#### *Qualifications*

- Valid Working with Children Check (Blue Card).
- Current First Aid and CPR certificates.

#### *Competencies, Knowledge & Skills*

- Experience in the planning and coordinating event operations.
- Experience in preparation and following event plans and budgets.
- Excellent communication (both written and oral) and outstanding interpersonal skills; with a proven capacity to work positively with staff.
- Customer service focus with strong attention to detail.
- Highly developed word processing, and excel suit skills, computer and technical skills including MS Office suite proficiency.
- Ability to organise and prioritise own work activities and schedules to meet established deadlines and achieve high quality work outcomes.
- Record keeping and the ability to analyse data and prepare reports when required.
- Ability to work to budgets, timeframes, policies and procedures.
- Experience in preparing risk assessments and implementing safety plans.
- Be solutions orientated and proactive, with a demonstrated ability to identify and solve problems.
- Ability to work independently and as a team member who promotes a supportive and cohesive environment.
- Basic understanding of work health and safety and anti-discriminatory practices.

#### *Desirable Competencies, Knowledge & Skills*

- Knowledge of school operations would be an advantage.
- Knowledge of sound desks and lighting for events.

## KEY ACCOUNTABILITIES:

The Events Coordinators responsibility is to coordinate and run school events and initiatives which include but are not limited to:

### EVENT COORDINATION

- Gain an overarching understanding of the requirements for each event.
- Develop strong and supportive collaborative relationships with event stakeholders both internal and external.
- Be involved in the logistical and on-site planning for events ensuring all events held either on or off campus are booked, confirmed and communicated with the relevant staff.

- Manage event budgets, timelines, and resources to ensure events are delivered on time and on budget.
- Obtain quotes where required.
- Assist with the development of promotional content for events and preparing communications for the Media & Content Coordinator as required.
- Develop key event safety plans and risk assessments with key stakeholders.
- Troubleshoot and problem-solve any issues that arise during events and implement contingency plans as required.
- Continuously seeking ways to improve event operations and implement innovative solutions.
- Complete events forms and communicate requirements in a timely manner with all required parties, including Facilities, I.T and SLAB crew.
- Complete catering request forms and communicate requirements in a timely manner with the Kitchen and Catering staff.
- Administrative tasks such as accurate record keeping, and submission of invoices and requisitions requirements.
- Assist with the day-to-day administration of events and programs including placing orders, monitoring bookings, tracking RSVP's, answering questions and resolving issues.
- Arrange and complete event set-up and pack downs.
- Assist in planning and organising events and programs aimed at promoting the School.
- Maintain events stock asset register and communicate with the Deputy Principal for any additional or replacement items.
- Actively participate in the life of The Cathedral School and attend relevant meetings and events.
- Ensure processes have been followed on events for Facilities requirements, for example:
  - Kitchen - boarder meals are organised if required.
  - Grounds and Maintenance – room set up requirements, seating arrangements, equipment needs etc are communicated.

## FUNCTIONS

This role will support events and functions of the school and will require strong collaborative relationships. Some functions will be managed by other school staff of which support, and technical assistance is required. Other functions will be managed by the Event Coordinator who will be responsible for planning and executing the events in addition to guiding stakeholder engagement. Functions may include but are not limited to:

### *Junior School & ELC*

- Grandparents' day
- Parent Teacher interviews
- Mother's Day
- Junior School & ELC Photo days
- JS Pancake Breakfast
- Easter Bonnet Parade
- Book Week Parade
- Junior School Discos
- Day for Daniel
- Harmony Day
- Life Education / Talk about it program
- Wonder Walk
- Art Extravaganza
- Year 6 Celebration

- Year 3 Christmas Spirit Tour
- End of Year Chapel Service
- Kindy -Year 3 Christmas Concert
- Year 4-6 Presentation Evening
- Junior School Musical

### *Middle/Senior School*

- Parent Teacher interviews
- Middle School and Senior School Photo days
- Year 9 Celebration
- Middle School and Senior School Presentation Evenings
- Interhouse Musicals and Instrumentals
- Interhouse Dramas
- Year 11 Development dinner
- Senior School Production
- Performing Arts Trivia night
- Year 12 \$5 Formal
- Middle School and Senior School Sports Awards
- Year 12 Valedictory Service
- Year 12 Valedictory Day
- Senior Formal

### *Boarding*

- Boarders Final Dinner

### *Whole School*

- Ash Wednesday Service
- Easter Service
- ANZAC Day Service
- ANZAC Day March
- Open Day
- Foundation day
- Parent Teacher interviews
- Remembrance Day
- Musical Showcase
- NAIDOC Week
- Sounds of Celebration
- Toastmasters Dinner
- Netball Dinner and Awards Night
- Rowing Awards Night

### OTHER

- Maintain confidentiality of information regarding students, parents, teachers, management, and staff.
- Work as part of the team to achieve the aims and objectives of the school and develop cooperative relationships that ensure the smooth operation of school events.
- Be clear about the action to be taken in case of emergencies.
- Staff meetings and professional development sessions are attended when instructed to attend.
- Perform any other duties requested by the Deputy Principal.

All staff at Cathedral are expected to support the philosophies of the school and must hold a Blue Card. Applicants will be subjected to blue card screening, referee checks, identification verification, and will be required disclose any information relevant to their eligibility to engage in activities involving children and young people.

## APPLYING FOR THE POSITION

Applicants wishing to apply for the position are required to submit a cover letter and resume outlining their experience providing 3 work references to which the school can contact. Applications for the position will close on 20<sup>th</sup> January 2025.

Please send applications to:

Human Resources  
The Cathedral School,  
Email: [hr@cathedral.qld.edu.au](mailto:hr@cathedral.qld.edu.au)