COMMUNITY RELATIONS ASSISTANT

Full time
Immediate start

Ruyton Girls’ School is a leading independent school with classes from Kindergarten to Year 12. It has a long tradition of academic excellence and co-curricular achievement. Ruyton continues to develop innovative programmes to expand the learning experience for girls and is committed to utilising information technology in the learning environment. We are committed to child safety and have zero tolerance of child abuse.

The Community Relations Assistant is an integral member of the Community Relations team. The Community Relations Assistant is directly responsible to the Director of Community Relations and responsible to the Principal.

The Community Relations Assistant supports the Community Relations team in the day to day functioning of community relations within the school community across various Ruyton stakeholder groups; Parents of Ruyton (POR), Old Ruytonians Association (ORA) and the Ruyton Foundation.

The Community Relations Assistant is a part of the Administrative staff and works collaboratively in a team environment to support and enrich their collective responsibilities. The Community Relations Assistant promotes a culture of mutual respect and encouragement and works with others in a professional, ethical and cooperative manner.

RESPONSIBILITIES AND DUTIES

The responsibilities of the Community Relations Assistant include but are not limited to:

STAKEHOLDER SUPPORT
- Provision of secretarial assistance and administrative support to relevant groups including diary management
- Creating required stakeholder communication
- Managing Trybooking for community events
- Designing, executing and collating surveys
- Supporting the ORA mentoring programme
- Managing the collation through to production of the printed student diary

GENERAL OFFICE DUTIES
- Provision of administrative support to the Community Relations Office
- Database entry, extraction and queries
- Receipting
- Managing event logistics
- Managing specific email accounts and social media accounts eg Facebook
- Maintaining and updating website information
- Managing large mail outs (digital and paper based)
COMMUNITY RELATIONS ASSISTANT

OTHER DUTIES
- Any other duties as requested by the Director of Community Relations or the Principal.

QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential
- Highly proficient computer skills in the MS Office suite including Outlook and Word and in Trybooking, Survey Monkey and Mailchimp
- An ability to work independently and as part of a team
- Design skills and experience
- A current Working With Children check.

Desirable
- Demonstrated knowledge of the Synergetic School Management System

PERSONAL QUALITIES
- Outstanding written and verbal communication and interpersonal skills to build relationships with key stakeholders
- A flexible approach to work and being adept at problem solving, prioritising, operating under pressure and efficiently managing multiple tasks to meet strict deadlines
- The ability to build and maintain strong relationships with staff, students, parents, past students and the community.
- Personal sense of initiative, enthusiasm and high energy
- Outstanding attention to detail, commitment to customer service and ongoing improvement
- A resourceful team member who is able to operate in a collaborative and inclusive manner
- Demonstrated interest in ongoing personal professional development.

EXPECTATIONS OF STAFF

Ruyton staff members are expected to maintain professional and responsible attitudes, to treat others with courtesy and consideration, and to communicate respectfully and effectively.

All members of the Ruyton community – students, staff and parents – are required to:
- treat each other with courtesy and respect
- respect the right of each person to learn/ work without disruption
- accept responsibility for their own progress and development
- accept responsibility for maintaining safe, clean and pleasant surroundings
- demonstrate self-respect and uphold Ruyton’s reputation through their appearance and actions
- to notify responsible staff promptly any Occupational, Health and Safety issue/s which compromise the aim of maintaining a safe school environment
- obey the law.
COMMUNITY RELATIONS ASSISTANT

TERMS AND CONDITIONS

1) On occasion, out-of-hours work may be required to attend events or meetings. Time-in-lieu may be granted as approved by the Director of Community Relations.

2) Annual Leave is 6 weeks per annum, 4 weeks of which is taken when the School is closed – a minimum of 2 weeks at Christmas, and 1 week in the September holidays. The remaining weeks must be taken within school holidays.

3) Other Leave (Sick Leave, Carer’s Leave etc.) is granted as per the School’s Collective Agreement for Administrative Staff.

4) The School provides a professional learning programme for staff, such professional learning to be discussed and agreed with the Director of Community Relations.

TO APPLY

Applicants should be aware that a current Working with Children Check (WWCC) is the minimum requirement for employment at Ruyton Girls’ School. It is an expectation that the following documentation (accessible from the employment page of our website, www.ruyton.vic.edu.au) be read by applicants prior to submitting an application:

- Ruyton Child Safe Policy;
- Ruyton Child Safe Code of Conduct;
- Ruyton Code of Ethical Conduct.

Should you have any questions or need further clarification about these documents we invite you to send your questions to principal@ruyton.vic.edu.au. We are committed to child safety and have zero tolerance to child abuse.

Enquiries should be directed to Kimberly Downes at downesk@ruyton.vic.edu.au

Applications, including the names of two referees, to be emailed to downesk@ruyton.vic.edu.au by 9am on Monday 20 February 2017. No hard copies please.