##

**Publications Manager**

**Commencing Term 1 2020**

**Full time**

Ruyton Girls’ School is a forward thinking independent K – 12 school with a long tradition of academic success and co-curricular achievement. Our focus is on preparing girls for a lifetime of learning, leadership and engagement in our global community. We are committed to child safety and have zero tolerance of child abuse.

The Publications Manager is responsible for the production of quality Ruyton Girls’ School publications that promote, convey and record the culture of Ruyton.

**Key responsibilities include:**

* Writing stories and articles
* Proof reading and editing the work of others and self
* Sourcing, curating and editing stories consistent to target audience and purpose of publication
* Overseeing design layout and photography selection for print and digital publications
* Timely delivery of publications within deadlines
* Relationship building and liaison with stakeholders and outside contractors
* Actively promoting Ruyton’s publications to the Ruyton and broader community
* Managing distribution of publications and mailing lists
* Protecting student privacy by following Ruyton photo permission protocols and child safety policies
* Managing the publications budget
* Fostering strong relationships across the Ruyton community

**Working Relationships**

* Reports directly to the Director of Marketing and Communication
* Member of the Community Relations team
* Mentor Ruytonian Editor (student leader - year book)

**Skills and Experience**

* Advanced skills in the Microsoft suite, Adobe Acrobat, In Design and Photoshop
* Excellent story telling skills
* Experience in school publications or philanthropic publications would be an advantage
* Proof reading and editing experience with an eye for detail and exemplary spelling and grammar
* Proven ability to: manage tight deadlines; flexibility to make edits, enhancements and modifications at short notice; follow policy and procedures; engage with and foster working relationships with a broad range of stakeholders
* A degree and experience in Communications, Publishing or Journalism is highly desirable

**Personal Qualities**

* Well organised and flexible
* Possess and encourage a growth mindset
* Patient, compassionate and relationship-oriented
* Strong communication and time management skills
* Ability to work well with others and to demonstrate initiative
* Enthusiastic and conscientious
* Committed to continual personal and professional growth
* Professional presentation and manner
* Balanced approach to life
* Ability to maintain confidentiality

**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.

**Terms and Conditions**

1. On rare occasion, out-of-hours work may be required. Time-in-lieu may be granted, at times mutually agreed between the employee and the Head of Senior School.
2. Other Leave (Sick Leave, Carer’s Leave etc.) is granted as per the School’s Collective Agreement for Administrative Staff.
3. The School provides a professional learning programme for staff, such professional learning to be discussed and agreed with the Head of Senior School.

**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](http://www.ruyton.vic.edu.au) ) be read by applicants prior to submitting an application:

* [Ruyton Child Safety Policy;](https://www.ruyton.vic.edu.au/assets/2019-policy/POLSW030-190909-Child-Safety-Policy-FINAL.pdf)
* [Ruyton Child Safety Code of Conduct;](https://www.ruyton.vic.edu.au/assets/2019-policy/POLSW030-190909-Child-Safety-Code-of-Conduct-FINAL-.pdf)
* [Ruyton Code of Ethical Conduct.](https://www.ruyton.vic.edu.au/assets/Employment/11125-RGS18-Code-of-Conduct-FA.pdf)

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 Mrs Elaine Doyle, Director of Marketing and Communication, doylee@ruyton.vic.edu.au

Applications, including the names of two referees, should be emailed to Ms Linda Douglas, Principal principal@ruyton.vic.edu.au by **9.00am Monday 25 November 2019.** No hard copies please.

RUYTON GIRLS’ SCHOOL

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