

ES1-3 Personal Assistant & Communications Officer

POSITION DETAILS

Region	Barwon South-West	Area	Warrnambool
School	Warrnambool College	Classification	Education Support Level 1 – Range 3
Employment Status	Fixed Term (Maternity Position)	FTE	0.86
Hours	32.68 hrs per week 8.30am – 3.45pm	Salary Range	\$73,467 – \$89,335 (Full-time equivalent salary)
School Website	http://wbllcoll.vic.edu.au/		

ROLE

This position plays a vital role in supporting the administrative and communications functions of the College. This position is integral to fostering effective communication, managing public relations, and ensuring smooth coordination of school-wide events and initiatives. Working within the Administration team, the Assistant will utilise various communication channels, including social media, to promote and represent the College while upholding its values and mission.

This position requires strong collaboration and communication with internal and external stakeholders, including students, families, staff, and community organisations. While this role supports educational services, it does not involve teaching responsibilities as defined by the Education and Training Reform Act 2006 (Vic).

CLASSIFICATION CONTEXT AND TASK LEVEL

The classification of this role aligns with the Victorian Government Schools Agreement (VGSA) based on the advertised level. The Communications role operates with clear priorities and well-established procedures under supervision and may include the following responsibilities.

- Providing routine support for teachers and assisting with the planning of student activities
- Managing communication with teachers, parents, and students regarding routine matters.
- Managing school communication with the wider school and local community.
- Liaising with external service providers to support educational initiatives.

REPORTS TO

The Assistant reports directly to the Principal and works closely with the Assistant Principals. As an essential part of the Administration Team, this role contributes to a dynamic and efficient work environment.

RESPONSIBILITIES

Administrative Support:

- Provide comprehensive support to the Principal and leadership team, including managing schedules, coordinating meetings, weekly operations correspondence.
- Collaboratively work with relevant Assistant Principal to support organisation of key school events such as whole school assemblies, Warrnambool College Day, Open Night, School Photographs, Year-Level Information Nights, Subject Expo days and end of year events/assemblies.
- Maintain College calendars to ensure alignment with school events, meetings and other activities.
- Co-ordinate and assist with the annual College Academies, working with leaders to establish each Academy and create events and excursions.
- Review and action unmarked student attendance rolls weekly.
- Review and action missed staff yard duty allocations daily.
- Oversee the scheduling and coordination of job interview panels, working with the Business Manager to ensure a seamless hiring process, including the administration of staff keys and fobs.
- Assist with the coordination of staff farewells and related arrangements.
- Ensure the staff handbook is kept up to date and communicated with staff.
- Prepare meeting agendas, attend meetings, record minutes and distribute documentation as instructed for all-staff, teaching and ES meetings and various Committees.
- Oversee the preparation, collation and distribution of School Council reports, nominations and election documentation.
- Maintain College policies, aligning them with PAL templates for presentation to School Council.
- Support Assistant Principal with the administration of NAPLAN testing procedures and VRQA assurance audits and reviews and College policies to update.
- Support the relevant Assistant Principal with the contract tendering process for external services and assist with hire arrangements of school facilities.
- Provide support and staff relief for the Front Office during periods of high demand and to cover staff leave.

Communications & Public Relations:

- Collaborate with the Marketing and Communications team to develop and execute a strategic social media plan.
 - Create and publish engaging content across social media platforms and other communication channels to highlight College events, student achievements and key activities, keeping families and the wider school community informed and engaged.
 - Monitor and analyse social media and marketing metrics to assess the effectiveness of communication strategies, providing insights to the Executive Team.
 - Act as a liaison between the College and media outlets, ensuring appropriate representation and managing student media permissions.
 - Gather and develop content from school camps, sports events, and academic activities for newsletters and the school magazine.
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- Coordinate professional photography and videography for major school events.
- Work closely with IT and web development teams to update the College website with current content
- Collaborate with the Marketing Coordinator to update the College's electronic signage weekly.
- Support the School Transition Coordinator in crafting meaningful communications for prospective families.
- Undertake other duties as directed by the Principal.

CONDITIONS OF EMPLOYMENT

Qualifications and requirements:

- Ability to meet Department child safety and employment requirements.
- Demonstrated administrative experience and confidence using computer systems and maintaining accurate records.
- Ability to maintain confidentiality and manage sensitive student information appropriately.

SELECTION CRITERIA

SC1 – Administration and Organisation

Demonstrated capacity and technical knowledge to perform duties consistent with this role, including the ability to manage and support others in the school with their relevant work functions.

SC2 – Communication and Relationships

Demonstrated written and verbal communication skills and high-level interpersonal skills, including a capacity to develop constructive relationships with students, parents, staff and external organisations.

SC3 – Teamwork and Professional Practice

Proven ability to contribute to and work both in a team environment and independently, including the ability to maintain discretion and confidentiality. Demonstrated high level organizational and time management skills and initiative.

SC4 – Systems Knowledge & Professional Learning

Possess the technical knowledge and experience relevant to the position (eg. Microsoft Office, Excel, Compass, Panorama, SharePoint, Dept of Education portals). Demonstrated commitment to professional learning and growth, particularly with the adoption of new software and systems.

EEO AND OHS COMMITMENT

The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognises that family-friendly, supportive, safe and harassment-free workplaces are essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

CHILD SAFE STANDARDS

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at: [Child Safe Standards: Policy | education.vic.gov.au](http://www.education.vic.gov.au/childsafe/ChildSafeStandardsPolicy.aspx)

DE VALUES

The Department's employees commit to upholding DE's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. DE's Values complement each school's own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the DE values is available at: <http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx>

OTHER INFORMATION

Applications must include:

- A cover letter providing contact information including home address, email, and phone number.
- A CV with a summary of experience, qualifications and your Working with Children Check (WWCC) number.
- Specific Key Selection Criteria response.
- The names, email addresses and contact details (email and phone) for two referees.

For ease of handling by the school, all documents (cover letter, CV, and key selection criteria responses) can be saved as one pdf and uploaded to Recruitment Online. Please also ensure that your name is included in the header of each document.

Applicants seeking further information about the school or this position, are encouraged to contact the Jenny Waterhouse – Business Manager prior to the closing date of applications on 03 5564 4444 or email warrnambool.co@education.vic.gov.au

All staff employed by the department and schools have access to a broad range of employment conditions and working arrangements.

Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check. A probationary period may apply during the first year of employment and induction and support programs provided. Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at

<http://www.education.vic.gov.au/hrweb/Pages/default.aspx>

