

Job Description for Administration and Promotions Officer

Primary Task

Reception, Promotions and Administration position:

- Is called to serve in their office under the Lordship of Christ, faithfully executing the responsibilities detailed in this description.
- Should understand the direction of the Association (as articulated by the Board) and serve within the authority of their role to assist in the realisation of this direction.
- Ensures the Association's vision, mission and philosophy for Mount Evelyn Christian School, and Ranges TEC is well communicated through marketing practices and materials.
- Oversees the promotion of Ranges TEC.
- Seeks to develop and deliver best practice marketing plans and strategies.
- Ensures that marketing plans, strategies and practices are consistent with a biblical worldview and the ethos of each campus.
- Inspires the parent bodies to be vital players in the marketing Ranges TEC.

Job Details

Responsible to Director of Ranges TEC

Holidays Four weeks annual leave

Conditions Part time with flexible working hours, 0.6 full time equivalent.

Flexible hours include the changing of workdays as needed, working more days some weeks and then not working in school holiday weeks. Note that if 48 work days in a year are to be exceeded, approval must be granted by the Director before additional days will be paid.

Level 3 under the Educational Services (Schools) General Staff Award 2020. All other conditions are according to the National Employment Standards (NES) within the Fair Work Act 2009

Preamble

1. Mount Evelyn Christian School and its Kindergarten together with Ranges TEC (“the School”) educational objectives are encapsulated in the Schools’ Mission and Vision, the Educational Creed (which seeks to describe a biblical world-view underlying Christian teaching and living) and more specifically in its Transformational Education Framework. The School is a member of the umbrella organisation Christian Education National (www.cen.edu.au).
2. The heart of employment arrangements is to establish a dynamic, Christ-centred and mutually supportive framework between the Promotions Manager and the School (through its appropriate leadership personnel) to assist in fulfilling its mission and vision.
3. The relationship between the School and the Reception, Promotions and Administration person will be characterised by love, humility and service as taught in the Scriptures. Both share a common mission and a confidence that each will act in the best interests of the other in order that God's Kingdom may be advanced.
4. Employment arrangements between the School and the Reception, Promotions and Administration person presuppose a biblical view of all offices which allows every person, by virtue of being a representative of God, to hold one or more offices to serve the Lord, and for which special competence has been given by the Lord. All such offices acknowledge an appropriate God given authority, which is also recognised, respected and upheld by the school community. These arrangements also presuppose that such arrangements between Christians shall reflect the commitment to one another’s welfare, sense of justice and desire to encourage what is taught in the Scriptures. These arrangements are between brothers and sisters in Christ, who recognise the gifts and roles of one another, and who desire that these gifts and roles can be exercised confidently and effectively for the benefit of the whole community.

Responsibilities:

Administration & Reception

- Support the VET Coordinator with administration tasks
 - Manage White Card and First Aid unit completions
 - Enter and update student records in the Axcelerate system
 - Scan, file and record enrolment forms
 - Answer phones and greet visitors
 - Assist students, parents and staff with enquiries
 - Complete general office tasks and small projects as required
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Short Course Administration

- Manage administration for short courses (including White Card)
 - Set up classes in Axcelerate
 - Communicate with course enquiries and participants
 - Enrol students and enter their details
 - Track invoicing for individuals and groups
 - Process student results and create Statements of Attainment
 - Send certificates to students
 - Register White Card results with WorkSafe
 - Maintain stock of course materials and prepare booklets
 - Complete compliance checks (AVETMISS validation)
 - Keep records up to date in Axcelerate
 - Maintain feedback and improvement registers
 - Meet regularly with the RTO Manager and VET Coordinator
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Marketing & Promotion

- Promote Ranges TEC to increase student enrolments
- Focus on Years 10–12 students, VET students and short courses
- Help develop and implement marketing strategies
- Look for new and creative marketing opportunities
- Manage and update social media platforms
- Maintain and update websites
- Ensure all marketing complies with policies and regulations
- Use traditional media when appropriate (radio, newspapers, signage)
- Help promote Open Days and VET Taster Nights
- Create and manage branded print and digital content
- Support staff and students to create marketing content
- Monitor and review the success of marketing activities

- Provide a short monthly report to the Director
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Events

- Plan and promote marketing events
 - Manage celebration nights and evening functions
 - Coordinate photos and videos at events
 - Support staff with promotion of internal events
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Creative & Technical Skills

- Create and edit content (photos, video, written material)
 - Follow brand guidelines and approved messaging
 - Use relevant software confidently
 - Generate fresh and creative ideas
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Risk & Crisis Communication

- Ensure student images and content are used appropriately
 - Support communication during crisis situations
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Professional Development

- Participate in approved training and development
 - Take part in annual professional learning discussions
 - Develop and maintain a personal learning plan
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