

JOB DESCRIPTION & PERSON SPECIFICATION

Marketing and Administration Trainee



St Martins Lutheran College
Grow in Christ | Growing the Future

College Department	Marketing and Events
Position:	Marketing and Administration Trainee
Tenure:	12-month period
Commencement:	As per Employment Agreement

JOB DESCRIPTION

1. Summary of the broad purpose of the job in relation to the College's goals.

(Expected outcome and how it is achieved.)

The Marketing and Administration Trainee will assist in the day-to-day operations of the Marketing and Events and Administration Teams. This varied and dynamic role will include assisting with events, marketing and branding of St Martins Lutheran College. The Marketing and Administration Trainee is required to demonstrate initiative and work as an enthusiastic, flexible team member.

The role will be required to provide administrative support services to the College reception area that will include managing incoming phone calls, word processing, data entry, photocopying, filing, and other general administrative tasks.

2. Reporting / Working Relationships

(To whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the College.)

The Marketing and Administration Trainee reports to the Marketing and Events Officer. The role requires daily contact with staff, students, parents / care givers and on occasion, media.

All staff members are ultimately responsible to the College Principal.

3. Special Requirements

Some out of hours work may be required to assist with events, for which time in lieu will be provided.

The role requires the trainee to complete a Certificate III in a related discipline. Time will be provided during work hours to complete study however, there is an expectation that study may also be completed during non-work hours.

A probation period of three months will apply.

4. Extent of Authority

The Marketing and Administration Trainee will abide by College policy and procedures and perform all reasonable duties as requested by the Senior Management Team.

5. Statement of Key Outcomes & Associated Activities

(Grouped into the Key Result Areas (KRAs), and as major areas of responsibility and activity.)

The role of the Marketing and Administration Trainee encompasses activities within the following Key Result Areas (KRAs):

Marketing and Events Support

Administration Support

The responsibilities of the Marketing and Administration Trainee in each KRA include:

Marketing and Events Support

- Photograph College activities and events
- Event support including catering, furnishings, decorations, setup and clean up
- Under the direction of the Marketing and Events Officer, maintain the College website
- Under the direction of the Marketing and Events Officer, maintain the College social media platforms including Facebook and Instagram
- Under the direction of the Marketing and Events Officer, prepare the fortnightly College newsletter
- Liaise with staff to ensure articles are prepared and available for the newsletter
- Collate content for the College Yearbook
- Prepare digital content for internal communication

Administration Support

- Receive incoming calls, take and distribute all messages efficiently to relevant staff, students and the College community
- Provide student supervision as required
- Undertake administrative tasks as instructed
- General administration duties, such as filing, photocopying, mail and banking
- Support the College Canteen with Qkr! payments and orders

PERSON SPECIFICATION

1. Educational / Vocational Qualifications

- Completion of Year 12
 - South Australian Working with Children Check for paid employment
 - Approved Mandatory Notification training (this can be organised by the College)
 - Valuing safe communities (this will be organised by the College)
 - Driver's Licence (desirable)
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2. Personal Skills, Abilities & Aptitude

The skills, abilities and aptitude of the Marketing and Administration Trainee must reflect the professional management of all aspects of student support and care including the handling of sensitive files and data. These encompass the following:

Skills

- High level skills in Microsoft Office and Adobe Creative Suite software
- Capacity to successfully operate a multi-line phone system
- Organisational and time management skills including the ability to cope with high volumes of work, changing priorities and meeting critical deadlines
- Photography skills (or the ability to develop)
- Well-developed communication skills (phone, email, verbal, written correspondence)
- Interpersonal skills that portray a welcoming atmosphere, friendly disposition and helpful nature

Ability to

- Organise and set priorities for various activities while meeting required deadlines
- Work cohesively in a team environment as well as working autonomously where required
- Take an objective approach to challenges and effectively use initiative
- Strong attention to detail
- Use diplomacy, discretion and tact as required in a professional work environment
- Operate with the strictest of confidence
- Provide positive, enthusiastic support to staff, students, parents and members of organisations associated with the College
- Be a good listener and be able to transfer a message accurately and effectively
- Be highly motivated, reliable and proactive

Aptitude

- A personal commitment to the College Vision, Mission and values underpinning the delivery of a Christian based education to students in the College community is essential
- Have a full understanding of how to securely handle and manage the personal data of staff and students in a school environment
- Have an interest in supporting others and providing exceptional levels of service to a student body
- Have a natural affinity with people and developing successful relationships

PERSON SPECIFICATION

3. Experience

- Experience with the Microsoft Office and Google Workspace
 - Experience with Adobe Creative Suite (Photoshop, InDesign, Acrobat) (desirable)
 - Experience in working with young people (desirable)
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4. Knowledge

- A sound understanding of social media platforms
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5. Classification Level

The classification level is provided under the conditions of the Educational Services (Schools) General Staff Award and the Australian Apprenticeships Incentives Program.

6. Work Health and Safety

- Comply with the College's WHS Policy
- Take reasonable care for your own health and safety
- Take reasonable care for the health and safety of co-workers and ensure that your actions do not put anyone at risk
- Use and maintain equipment properly
- Ensure that your work area is free of hazards
- Report safety incidents
- Co-operate with St Martins Lutheran College in anything that you are required to do in order to ensure a safe workplace

APPROVAL

Job Description & Person Specification Approved

Alan Connah

Principal (Print Name)



(Signature)

Date:

Acknowledged by Person Selected

.....
(Print Name)

.....
(Signature)

Date: