

School Operations

Role Summary

The Events and Operations Admin Assistant plays a critical role in the smooth running of around one thousand yearly events across the School. Liaising with a range of stakeholders across the School community, this role ensures all bookings and event requests are dealt with accurately, professionally, and promptly.

Responsibilities

Responsibilities include, but are not limited to:

- Administer data entry for all events, details and updates in the school master calendar
- Provide administrative support for the Events Manager and Director of Operations with daily operations and running of events
- Assist with booking enquires, requests & changes including but not limited to:
 - Year Level Parent Rep bookings
 - Parent auxiliary bookings
 - Reoccurring school bookings
 - OSCA Bookings
 - Sports bookings
 - College events and functions
 - Catering requests
 - School Camp facilities
- Create, process and follow up invoices for external stakeholders
- Support the co-ordination of major annual event 'Family Day'

Safeguarding Responsibilities

In addition to meeting your core functions, duties and responsibilities as outlined, all staff are also required to:

- provide a welcoming and safe environment for children and young people
- promote the safety and wellbeing of children and young people to whom we provide services
- ensure that your interactions with children and young people are positive and safe
- provide adequate care and supervision of children and young people in your charge
- act as a positive role model for children and young people
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- maintain valid 'working with children' documentation
- undergo periodic 'national criminal history record' checks
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

Skills, Experience & Qualifications Required

- Outstanding customer service skills
- Proficiency in ICT, particularly MS Outlook
- Meticulous attention to detail
- Exceptional data entry skills
- Ability to manage multiple tasks in a busy working environment
- Excellent time management skills
- Ability to build good relationships with a range of stakeholder groups
- Experience in a similar role (desired)

Reporting To

Director of School Operations