

School Support Officer (SSO) – Administration & Events/Promotions

Holy Trinity School, Inverell

Position description

[Click here to apply.](#) Applications close 8 December 2022.

Position level	NSW and ACT Catholic Systemic Schools EA 2020
Classification	General Employee - School Administration Services Level 4
Base salary range	\$29.49 per hour - \$33.48 per hour (based on qualifications, skills & experience)
Reports to	Principal
Location	Holy Trinity School, Inverell
Employment type	65 hours per fortnight
Employment status	Permanent

About Holy Trinity School and Inverell

Holy Trinity is a Catholic systemic school in the Armidale Diocese, in the New England Region of NSW. We are a central school catering for students from K-10.

Our Catholic foundations, in the traditions of the Sisters of Mercy and the De La Salle Brothers, underpin our approach to teaching and learning, providing an education that fosters faith development and is grounded in community involvement and social justice. At Holy Trinity we offer our students the challenge of achieving personal excellence in all areas of school life and encourage them to become independent learners, equipping them with the skills necessary for life-long learning. This is a community that encourages all students to value and respect themselves and others in their journey of faith, learning and life.

Holy Trinity functions as one school, with Primary and Secondary sections working closely together to build the community's mission and goals. A policy of inclusion is promoted, assuring that the educational

needs of the students are addressed by our dedicated staff. Students have access to modern classrooms and facilities and technology is integrated across the curriculum to provide students of all age groups with a wide range of academic and co-curricular opportunities including sport, music, drama, debating, outdoor education and visual arts to assist both academic and social development. Excellent academic results complement the many achievements by our students.

Inverell is a seven-hour drive from Sydney and just under five hours from Brisbane. Link Airways flies to Inverell from Sydney and Brisbane twice a week. Other airlines fly into Armidale (1 ½ hours away).

Inverell is nestled in a picturesque valley beside the Macintyre River, this New England North West region is renowned for its proud pioneering history, its beautiful restored buildings, and the production of many fine gemstones from which Inverell has earned the epithet of 'Sapphire City'.

For further information on the school, please visit <http://www.holytrinity.nsw.edu.au/>

Position Purpose

The position of School Support Officer (SSO) - Administration & Events/Promotions exists to support the Principal and the School Executive, by undertaking the following duties;

- Assists with the smooth, efficient running of the office and liaison between parents, students and members of teaching and support staff.
- Management of communications for and on behalf of the School, this role includes but is not limited to:
 - coordination and promotion of events
 - management of the School's website, social media sites and general promotion activities
 - production of publications and other marketing materials
 - photography
 - development of the Alumni and community relationships

Commencement

The commencement date will be negotiated with the successful applicant.

Key Responsibilities

Duties related to the position would normally include but are not limited to the following:

Key area	Task
Administration Duties	<p>The SSO provides clerical support to the Principal, School Executive and the school community. The work of the SSO includes:</p> <ul style="list-style-type: none"> ● Reception and general office duties. ● Recording students' attendance and uploading documentation. ● Word processing including drafting and finalisation of routine correspondence. ● Maintaining student and files. ● The SSO will hold a current first aid certificate, will be responsible for dispensing of medicines, provide first aid for students, staff and visitors, will care for and assess sick children. Will contact parents/ 000 in the event of sickness, injury or emergency. ● Will ensure compliance to policies and procedures for student health and well being.
Management of Work Health and Safety	<ul style="list-style-type: none"> ● Be aware of the importance of a disaster recovery plan and its place within the school. ● Ensure emergency procedures are current and timely. ● Know about the main work health and safety issues and procedures specific to the school and how they relate to students, staff, visitors and contractors. ● Know what the elements of fire safety are and the associated risks to the school through the process of risk assessment.
Events & Promotions	<ul style="list-style-type: none"> ● Developing the school's internal and external communications plans in collaboration with school executive ● Executing the school's long-term communication strategy as outlined in the communication plan, including reviewing and implementing new marketing strategies and communications practices as required. ● Providing support to administration and staff on the use of digital best practice, ensuring that all relevant department policies and ethical standards are met. ● Providing support on the appropriate use of digital communication platforms, including Compass, Facebook, YouTube, and other social media. ● Providing support to teaching and administration staff in the planning and marketing of school events and functions to the community. ● Assist in maintaining the school website, ensuring information and multimedia content is relevant and up to date, and incorporating design

	<p>and structural changes as needed.</p> <ul style="list-style-type: none"> → Writing / editing new copy as needed → Updating policy documents and recurring event dates as needed → Producing new content and photographs as needed <ul style="list-style-type: none"> ● Assist in maintaining the school’s social media presence on Facebook and Instagram, including <ul style="list-style-type: none"> → Generating original video and showcase galleries → Maintaining a regular content schedule of multiple posts per week → Responding to user comments and direct messages. → Creating events for public-access performances, concerts, and information sessions → Creating and executing advertising campaigns to promote enrolments and community engagement. → Continuing to maintain audience engagement and to expand audience numbers through digital communication best practices. ● The compilation of advertisements for the local newspapers and radio. ● Production of articles of interest in the school newsletter, church bulletin, social media and other print media. ● Editing, designing, and producing Student Orientation and Transition materials (as needed), including: <ul style="list-style-type: none"> → Handbooks → Forms → Surveys → Display folders ● Editing and designing presentation materials for Enrolment Information Evenings and external events (i.e. PowerPoints, prospectus materials, etc) as needed. ● Assisting in the setup of internal events, including Enrolment Information Evenings, Orientation Evenings, and other school-wide information sessions
General	<ul style="list-style-type: none"> ● Attend to any other matters appropriate for the position and consistent with the skills of the incumbent.

Holy Trinity School, Inverell reserves the right to alter roles and responsibilities requirements as required.

Selection criteria

General expectations of staff at Holy Trinity School, Inverell

- Respect of and a commitment to the Catholic ethos and a willingness to foster it.
- Serve the employer faithfully, honestly, efficiently and diligently and exercise all due care and skill in the performance of your duties.
- Act as a team member, developing and supporting the philosophy and ethos of the team.
- Ensure appropriate behaviours when engaging with children.
- Willingness to undertake professional development.
- Maintain strict observance of school policies, rules and procedures including the reporting of improper or unethical conduct.
- Observe and comply with all WHS protocols.
- Ensure all colleagues, students and parents are provided with quality service in a timely, efficient and friendly manner.
- The ability to maintain strict confidentiality and to exercise discretion and sound judgement.
- Act in a professional and respectful manner at all times.
- Comply with the [Framework for the Accreditation of Staff in Catholic Schools](#).
- Employment with Holy Trinity School is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance.

Essential criteria

- Ability to work in a child-related environment enabling effective response to a wide range of stakeholders– principal, teachers, CSO staff, parents, diocesan clergy, and community enquiries.
- Effective verbal communication and interpersonal skills, with the ability to liaise with people at all levels (e.g. staff, parents, students and the wider school community) in an informative, accurate and positive manner.
- Highly developed written communications skills with the ability to maintain strong attention to detail and take pride in the quality of work produced.
- Demonstrated ability to work with minimal supervision and use initiative to manage multiple priorities in a high volume work environment and to maintain a consistent level of professionalism.
- Demonstrated ability to deliver responsive and innovative client service and to work with a wide variety of clients with varying levels of technological experience.
- Sound knowledge of administrative systems and procedures, and proficiency with office technology particularly word processing, email, spreadsheets, database and presentation programs.
- An ability to work effectively within a busy team environment, and also to work unsupervised.

Desirable criteria

- Demonstrated experience using Google Workspace.
- Previous experience in a school environment.
- It would be advantageous for the SSO to hold a current first aid certificate, and therefore be responsible for dispensing of medicines, provide first aid for students, staff and visitors, and care for and assess sick children.

Application

For questions regarding the professional nature of this position, please contact Jilly Rainger, Principal on (02) 6722 4066 or email jrainger@arm.catholic.edu.au

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- **Complete the relevant online application form** by [clicking here](#) and attach a cover letter (optional) and CV that clearly outlines your qualifications and career history.

Preferred applicants must have the right to work in Australia and will be subject to employment screening.