



Position Description

Communications Manager & Receptionist

Our Mission Statement:

To educate students in the Catholic tradition of faith and love, recognising the uniqueness of the individual and challenging them to realise their potential in a multicultural environment that constantly strives for excellence.

| | |
|------------------------|---------------------------------------|
| Position: | Communications Manager & Receptionist |
| Reports To: | Business Manager and Principal |
| Responsible To: | Principal, Senior Leadership Team. |

Background

As the ‘face of Aquinas’ this role is vital to projecting warmth, positivity and good communication to ensure students, staff and community have an experience that aligns with the Catholic values and ethos of the College. This Position Description sets out duties and responsibilities and forms the reference point for appraisal.

Key Objectives

Special Catholic Character: To safeguard, promote, nurture and integrate the Catholic Special Character and Touchstones of the College.

Communications and Marketing

- A professional approach to deliver regular press releases.
- Liaise with suppliers and external agencies.
- Liaise with Catholic publications to promote the College’s Catholic ethos.
- Collect contributions to create and distribute College Newsletters.
- Provide regular social media posts of events and achievements.
- Create and disburse the Weekly Update to community and staff.

Website

- Manage the website to ensure it is current.
- Liaise with staff and community to provide articles, news releases, and information in a timely manner.

Social Media

- Manage the College’s social media to provide current promotional releases, notices, communication.

Branding

- Showcase the College’s brand in line with the College’s Special Character.
- Provide support to areas within the College to meet branding guidelines (ie Sport Department, Overseas Trips, fundraising).

Publications and Print Material

- Collect material, liaise with publishers to create the annual Yearbook.
- Assist with updating the College Prospectus where needed.
- Provide professional images and text to oversee the school’s print material.

Office Reception

Family

Scholarship

Truth

Service

Prayer

Joy

- General reception duties, working closely with the Student Services Coordinator to ensure all visitors to reception are welcomed and supported as required.
- Opening up the front office and completing related tasks, including TV screen updates and keeping foyer/workspace tidy and welcoming.
- Answer phones in a timely fashion and deal with queries promptly and efficiently.
- Assist with parent, caregivers, visitors, staff and student enquiries.
- Sign in/out students for appointments, Self-Directed Learning (SDL) and Friday lunches. Locate as needed.
- Take payments from parents and students; provide change as needed.

Office and Administration Support

- Provide admin support to the Senior Leadership Team including but not limited to prize givings, service days, retreats, photo days and ID's.
- Liaise with external caterers.
- Kamar Admin Support for enrolments, year start up, general updates and portal information.
- Accounts Payable support.
- School stationery – liaise with stationery supplier and Middle Leaders to ensure correct stock available.
- Ad hoc administration and office support as required including mail and courier processing.

Key Competencies

Professional Requirements

- Respect and maintain confidentiality.
- High standard of written and oral communication skills.
- Work efficiently and proactively as a team member.
- Open to learning and master new skills.
- Be flexible to cope with the varying demands and changes in the role.

Interpersonal Skills

- Friendly and welcoming in all contact with students, staff and community.
- Enthusiastic with a “can-do” attitude.
- Committed to the core values of Aquinas College.
- Proactive in providing support to other staff.

The Communications Manager & Receptionist can expect to be asked to carry out other duties as reasonably expected by the Business Manager, Principal and Senior Leadership Team.

Employment Details:

GRADE: Grade C, Step 4 as per the Support Staff in Schools Employment Agreement 2019.

Number of HOURS: 37.5 hours per week (8:00am-4:00pm, Monday-Friday), during term time only.

Number of WEEKS: 40 weeks per year

Reception & Communications Coordinator

Dated

Principal on behalf of the Board of Trustees

Dated

SPECIAL CONDITIONS:

Education is an ever-changing environment and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This job description will be reviewed annually during the appraisal process and will be varied in the light of the needs of the College to promote improved student outcomes.

NOTE: The incumbent's signature indicates that relevant College policy and procedures have been read and accepted.