

Marketing and Administrative Officer

Como Secondary College

Position number	00044147
Agreement	Department of Education (School Support Officers) CSA Agreement 2022 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 5)
Direct reports	Nil

Context

Information about Como Secondary College is available on [Schools Online](#).

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide operational support in developing, implementing and managing the school's marketing plan.
- Develop a range of school communications, publications and materials to support communication and marketing activities and events.
- Establish and maintain social media platform, including the school's Facebook page in liaison with key staff.
- Maintain and update the school's website and ensure published content is current, relevant and that associated links are active.
- Liaise with key stakeholders in the organisation of events and marketing.
- Coordinate events and marketing activities.
- Obtain contractor quotes for events and marketing and assist in evaluating tenders and contracts.
- Manage and monitor the school's annual marketing budget.
- Undertake proactive investigation and identification of funding support from local, state and national sponsorship opportunities and assist in preparing funding submissions.
- Establish and manage promotional events and marketing database.
- Maintain current knowledge of trends related to web design and technologies and other online mediums.
- Assist in managing and coordinating daily administrative operations, including providing administrative support to the principal and administrative team.
- Assist the Manager Corporate Services in administrative, financial, physical and human resources aspects of the school's operations.

Selection criteria

1. Demonstrated experience in assisting with coordination of events and marketing activities and associated financial management and budgeting requirements.
2. Demonstrated initiative and organisational skills, including the ability to meet deadlines and prioritise tasks.
3. Demonstrated sound communication and interpersonal skills, including the ability to build and maintain positive relationships with internal and external stakeholders and suppliers.
4. Demonstrated sound conceptual, analytical and research skills, including the ability to identify appropriate solutions.
5. Demonstrated well-developed computer application skills.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 15 November 2023
Reference D23/1792964