



Events Officer

Duncraig Senior High School

Position number	00038313
Agreement	Department of Education (School Support Officers) CSA Agreement 2022 or as replaced
Classification	Level 2
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

Information about Duncraig Senior High School is available on [Schools Online](#).

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

Key responsibilities

- Provide support with the marketing, planning, and coordinating of school events including graduation, school ball, assemblies, school tours, parents' evenings and functions.
- Develop a range of school communications, publications and materials, including social media, to support marketing activities and events.
- Maintain and update the school website and ensure published content is current, relevant and that associated links are active.
- Administer and maintain databases and records information management systems.
- Establish effective working relationships and communication with internal and external stakeholders.
- Provide administrative support for special projects across school management teams as business needs arise.

Selection criteria

1. Demonstrated well developed verbal, written and interpersonal communication skills, including the ability to work effectively within a team environment.
2. Demonstrated experience in providing effective administrative support and events coordination.

3. Demonstrated experience in the application of customer service principles and practices.
4. Demonstrated effective planning and organisational skills with the ability to use initiative and work with minimum supervision to meet deadlines.
5. Demonstrated ability to use a range of application software packages, particularly Microsoft Office, databases, spreadsheets and publishing programs.

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 the 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 12 December 2024
Reference D24/0949325