

Job Description Communications Assistant

Department: Communications

Term Of Employment: 220 Days

Band: Administrative Support assistant

Reporting Accountability: The Communication Assistant reports to Communications Manager

Scope of Responsibility:

The Communications Assistant supports the work of Communication Manager, to enhance the reputation of the school in the community and to promote programs that support the mission and objectives. The Assistant will be responsible for support managing all forms of communication in a timely manner with families, staff and other relevant entities in line with approved policy and procedures. The Communications Assistant will, under the direction of the Communication Manager, support the development and promotion of special projects which advance the mission and objectives of the school.

Major Duties And Responsibilities:

- Support the production of content for the school website and social media platforms to reflect the school's activities
- Support and promote communication between school partners and corporate clients in defined projects
- Assist overseeing communication channels to ensure content is update and consistent with policy
- Edit, manage and deliver the weekly news e-newsletter to the school community
- Prepare and distribute electronic communications as required
- Assist with preparation of audio and visual communication
- Liaise with IT Team to ensure effective delivery of school communications
- Undertake other duties as required in relation to communications and advancement.

Required Qualifications, Skills, Experience and Attributes:

- Bachelor degree in a relevant field of study.
- Two years of working experience in or with a foreign enterprise.

- Effective communication and interpersonal skill, self-motivated, strong sense of responsibility and reliable, team player.
- Attention to detail
- Good command of written and spoken English.
- Able to work under pressure and meet deadlines consistently.
- Good computer skill

Desirable Qualifications, Skills, Experience and Attributes:

Fluency in an additional language is an advantage

(This position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor SIS to only the work identified.)

Child Protection

SIS is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance, including identity checks, criminal background checks, qualification checks, and employment checks to include an exploration of any gaps in employment and two satisfactory employment checks.