



St Andrew's College

June 2022

Dear Applicant

Thank you for your interest in applying for the part-time, permanent position of **Communications Department Administrator** at St Andrew's College, commencing by negotiation.

The following information is included within this application pack:

- timeline of the appointment process;
- application form and referees' details;
- Position Description;
- Person Specification.

I draw your attention to our website where you will find more information about the College, stac.school.nz.

Applications for this position close at 4.00pm on Friday 22 July 2022.

Please address your application, consisting of a covering letter, a CV, **and completed forms** and send to the Head of Communications, Kay Shaw, by email at recruitment@stac.school.nz.

If you have any enquiries about this position, please contact Head of Communications, Kay Shaw, by email KSH@stac.school.nz or by phone on +64 3 940 2069.

We look forward to receiving your application.

Yours sincerely

Justine Scott
People and Business Manager

TIMELINE

Position advertised:	Thursday 23 June 2022
Applications close:	Friday 22 July 2022
Shortlisting and interviews in the week of:	Week of Monday 25 July 2022
Reference checks and offer made to the preferred applicant:	Week of Monday 1 August 2022

Application Requirements

Your application should include:

1. A covering letter explaining why you are applying for the position and the skills and level of experience you have in order to meet the requirements of this position.
2. A curriculum vitae and the names and contact details of two referees should also be included. The referees should be able to comment on your professional skills, both technical and interpersonal.
3. A declaration of your COVID-19 vaccination status is preferred.

Permanent Contract

This is a part-time permanent contract.

Hours of Work

Permanent position, part-time hours of 9.00am–2.30pm five days a week, with half an hour for lunch, and during term time only. There will be a requirement to work one week prior to the commencement of the academic year.

Start Date

To be agreed with the preferred candidate.



St Andrew's College

POSITION DESCRIPTION – COMMUNICATIONS DEPARTMENT ADMINISTRATOR

POSITION TITLE:	Communications Department Administrator
RESPONSIBLE TO:	Head of Communications (HOC)
KEY RELATIONSHIPS:	Head Designer and Brand Champion, Graphic Designer, Digital Information and Media Manager, Marketing Communications Manager, Regulus/Collegian writer/editor, Director of Development, Community and Alumni Relations Co-ordinator, Development Co-ordinator, Teaching Staff (including HODs, HOMs and HOSC), Rector and Senior Management (as required), Administrative Staff.

CORE VALUES OF ST ANDREW'S COLLEGE:

St Andrew's College offers pre-school to Year 13 education which is:

- independent;
- co-educational;
- Christian in its ethos derived from its Presbyterian foundation;
- Scottish in traditions;
- focused on excellence, the love of learning and encouraging each student's highest personal achievement;
- caring, supportive and stimulating;
- attentive in its provision of opportunities for the development of the values and skills necessary to make a positive contribution to local and global communities;
- able to offer boarding accommodation during the school year from Years 9–13;
- inspirational and encouraging, by providing the appropriate support for each student to achieve her/his potential.

Values – principles in all we do.

Purpose – our reason for existence.

VALUE	PURPOSE
Truth Pono	Integrity in everything we say and do.
Excellence Kairangi	Reaching beyond what people expect of us.
Faith Wakapono	In self, others, and our future.
Creativity Auahatanga	Daring to imagine; turning ideas in reality.
Inclusivity Kanorau	Valuing diversity; embracing different perspectives.

KEY RESPONSIBILITIES

1. Photography

Scheduling and booking event photography across the College. Printing and fulfilment of online photography orders for individual and groups. Creation of master spreadsheet to upload to the online website and naming of Photoboards from photography schedules. Assist with administrative tasks for photoshoots as required. Uploading images to online digital asset management system to assist the Graphic Designers.

2. Excursions

Creation of online information pages from content supplied for EOTC events throughout the year.

3. Archives and Storeroom

Management of Server Archives (Comms Workspace and Comms Archive) for photo and video files as per the College Policy. Keeping the marketing storeroom tidy and paper Archives tidy. Help with stock take.

4. Online Staff Listing

Maintenance of online staff listings on the College's website and intranet.

5. Events

Attend College promotional events as required – i.e. Open Day, Information Evenings.

6. Material Updates

Assist with the update of information in core material – chasing stakeholders for updated copy and where published online update accordingly.

7. General

Assisting the Communications Department Staff (as required) with other special projects and tasks as required, including photocopying, typing, delivery of printed materials around the College, organising change-out of College billboard artwork.

ICT SKILLS

- intermediate to advanced skills in Microsoft Suite, in particular Teams, Word and Excel;
- accurate word processing skills;
- experience of the Adobe Creative Cloud suite advantageous but not essential;
- confidence working with database systems and ability to learn new systems quickly;
- knowledge and experience working with social media platforms, YouTube and Flickr, including best practice;
- experience with digital printing is desirable.

PERSON SPECIFICATION KEY ATTRIBUTES

- excellent attention to detail, spelling and grammar;
- excellent time management skills – ability to prioritise, deliver to deadlines on time and ability to work on multiple projects at any one given time;
- well-developed interpersonal skills and the ability to work with a wide range of people, both internally and externally;
- well-developed verbal and written communication skills;
- the ability to follow instructions closely and adhere to a style guide, both visual and written;
- the ability to work autonomously to a high level of accuracy and speed, while closely following department processes;
- scheduling experience is preferable, but not essential;
- enjoys working as part of a team and has a positive team spirit;
- the ability to work in a busy environment with changing priorities;
- the ability to be flexible and work a few evening information evenings per year;
- have an understanding of the independent school system in New Zealand and have a willingness and passion to work in education.

St Andrew's College – Application Form

Please note: Issues can arise if this PDF form is completed using PDF readers other than Adobe Reader or Adobe Acrobat.

Position applied for: _____

Personal details

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Surname: _____ Given Names: _____

Full Postal Address: _____

Contact Telephone: _____

Email Address: _____

Date of Birth: _____

IF APPLICABLE:

Teacher Registration No. _____

Status:

- | | |
|--|--|
| <input type="radio"/> Registered Teacher | <input type="radio"/> Current Practicing Certificate |
| <input type="radio"/> Provisionally Registered Teacher | <input type="radio"/> Subject to Confirmation |
| <input type="radio"/> Not Registered | |

Present Position

Business: _____

Date Appointed: _____

Nature of Appointment:

- ☐ Full time
- ☐ Part time

Referees

Please provide the names and contact details of three referees below.
Any referee's report will be confidential.

PLEASE NOTE – CONTACT WITH REFEREES WILL BE MADE ONCE APPLICANTS HAVE BEEN SHORTLISTED FOR INTERVIEWS.

Referee details:

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Surname: _____ Given Names: _____

Position: _____

Full Postal Address: _____

Contact Telephone: Business _____ Private _____

Email Address: _____

Referee details:

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Surname: _____ Given Names: _____

Position: _____

Full Postal Address: _____

Contact Telephone: Business _____ Private _____

Email Address: _____

Referee details:

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Surname: _____ Given Names: _____

Position: _____

Full Postal Address: _____

Contact Telephone: Business _____ Private _____

Email Address: _____

Declarations

- 1 – I certify that the information given in this application is to the best of my knowledge correct. I understand that this may be verified.
- 2 – In accordance with the Privacy Act, I authorise the People and Business Manager or his delegate to obtain further information from the referees listed in this application.
- 3 – I authorise the People and Business Manager or his delegate to make other enquiries as they see fit in relation to my application.
- 4 – I have, at the bottom of this form, disclosed any criminal convictions or charges I may have, and any disabilities and/or medical conditions which may restrict my ability to perform the role that I have applied for.
- 5 – I confirm that I am legally entitled to work in New Zealand.
- 6 – I agree that you may collect information about me from any source, which relates to my application for employment, except for my current employer who will not be contacted without my express permission. This form is an authority for those people you contact to disclose any appropriate information.
- 7 – I am aware that any information supplied by my referees is evaluative material and that it is supplied to you on the basis that each referee has been promised that their identity, and the information they have provided, will not be revealed to me. I understand that I am not entitled to the disclosure of that information.

Applicant's Signature: _____ Date: _____

DECLARATION BOX

Please disclose any criminal convictions or charges you have, and medical conditions and/or disabilities which may restrict your ability to perform the role that you are applying for: