

*“We are a Catholic community of welcome,
connecting faith, family & education.”*



POSITION INFORMATION DOCUMENT

Spanning across multiple campuses and sites on Kaurna land in the western suburbs of Adelaide, Nazareth incorporates an Early Childhood Centre, Reception to Year 12 College, a Pathways & Partnership Centre, and a variety of community and engagement programs.

We provide learning that is holistic, inclusive, lifegiving, and lifelong. Our promise is that students will find their chosen pathway and graduate knowing they matter absolutely, have the power to make the world a better place and influence positive change.

A strong partnership between staff, children and families ensures we are all striving for the same outcomes.

Families are at the heart of our faith and learning environment and we are committed to building community through nourishing family life. It's not just students who get to experience what Nazareth has to offer, as we coordinate a range of programs and initiatives to support and celebrate all members of our community including early learners, graduates, parents, seniors and friends.

At Nazareth we invite our community to a deeper understanding of God through authentic, engaging, and life-giving experiences.

From the Early Childhood Centre to Year 12, we are continually examining the needs of young people as we prepare them for life as critical, informed and motivated contributors to the local community and beyond. In our community diverse cultures and religions are recognised and embraced. We embrace a contemporary approach to faith and learning, where innovation, technology and our environment enable both students and staff to be at the forefront of education.

Grounded by our Catholic beliefs, we aspire to be a living experience of Church, with every family and member of our community at the heart of what we do each and every day.

At the centre of Nazareth's vision is a community who, in partnership with Parish, gathers in prayer and celebration, with the Eucharist, from which it draws its inspiration, as the focus. The Christian message, together with the Catholic traditions and practices, is evident in contemporary, relevant, and diverse gatherings.

At Nazareth every single student and their family is known and celebrated for their unique gifts and talents, and it is our mission to help each young person in our care, seek their passions and follow them.

Name:

Position Title: Events Administrative Assistant

ESO Grade: 2

Employment Type: Permanent

Hours/Weeks: 37.5 hours per week, 41 weeks per year

Campus Location: All campuses

POSITION OVERVIEW

The Events Administration Assistant reports to the College Deputy Principal and works closely with the Events Coordinator to support the planning and execution of all Nazareth events. This role involves assisting with administrative tasks, logistics coordination, and ensuring events run smoothly. Additionally, the Events Administration Assistant may be called upon to support other administrative functions within the College as required.

KEY WORKING RELATIONSHIPS

- Principal
- College Deputy Principal
- Events Coordinator
- Executive/Personal Assistants
- Communications and Engagement Team
- Maintenance and WHS Team
- Staff
- Students
- Parents
- Suppliers

KEY RESPONSIBILITIES/DUTIES

As the Events Administrative Assistant, you will work in accordance with the Vision, Mission, Values and Aspirations of the Nazareth Strategic Plan.

You will:

- Assist the Events Coordinator in event planning and logistics.
- Support communication with stakeholders regarding event schedules, timelines, and logistics.
- Help maintain standardised run sheets and checklists for event planning.
- Assist the Communications and Engagement Team with event promotions through newsletters, social media, and internal announcements.
- Liaise with vendors and suppliers to confirm bookings, catering, and other event-related services.
- Assist in ensuring compliance with safety regulations, including risk assessments and first aid arrangements.
- Support the inclusivity and accessibility of events by considering diverse needs.
- Help coordinate joint events with external organisations and Catholic Education South Australia as required.
- Assist in conducting post-event evaluations and compiling feedback.
- Maintain event records, including attendance, financial summaries, and key outcomes.
- Provide administrative support for the Year 7 Transition Program, including document collation, scheduling transition visits, and assisting with parent information sessions.
- Coordinate and manage internal and external bus bookings.
- Assist in managing parental consent processes for student participation in events.
- Complete any other duties as required by the Principal, College Deputy Principal and Deputy Principals - Heads of Campus.

ESSENTIAL PROFESSIONAL AND PERSONAL SKILLS

As the Events Administrative Assistant, you will have the following:

- Experience in administration, event support, or a related field.
- Strong organisational skills and attention to detail.
- Ability to multitask and prioritise duties effectively.
- Good problem-solving skills to assist in resolving event-related challenges.
- Flexibility and adaptability to support last-minute event adjustments.

- Excellent interpersonal and communication skills for liaising with staff, students, parents, and external stakeholders.
- Proficiency in Microsoft Office Suite and event management software.
- Familiarity with school management systems and calendar tools.
- Ability to work independently and as part of a team.
- Commitment to delivering high-quality service to the College community.

You will:

- Display initiative, discretion, and self-direction in completing tasks.
- Work efficiently within time constraints and deadlines.
- Foster positive working relationships and contribute to a collaborative team environment.
- Maintain confidentiality and professionalism in all aspects of work.
- Show an understanding of the Catholic ethos and support the College's values and mission.
- Adhere to CESA policies, including the Code of Conduct.
- Demonstrate a commitment to continuous learning and professional development.
- Represent the College in a professional and friendly manner.
- Contribute to the continuous improvement of event processes and administrative practices.

Additional information and requirements

- Some additional hours of work may be required.
- You will be required to hold the following certificates:
 - Working with children check
 - First Aid (HLTAID011)
 - Responding to Risks of Harm, Abuse and Neglect – Education and Care

WORK HEALTH AND SAFETY

As a *Worker*, while at work you must –

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 27 and 28 WHS Act 2012