

Position Description

Position:	Communications Officer
Department:	Support Staff
Responsible To:	Business Manager
Engagement Type:	Permanent, Term Time Only, 37.5 hours per week
Supervisory Responsibilities:	There are no supervisory responsibilities associated with this position
Purpose:	To co-ordinate and manage the creation and publication of communication(s) for Wakatipu High School.

Tasks and Activities

- **Annual Communications Plan:** In consultation with Senior Leaders, develop and execute an annual communications plan which considers all stakeholders, the school events calendar and aligns with agreed strategy.
- **Newsletter:** Work with all newsletter contributors to collate, create and publish weekly school newsletter.
- **Digital/Social Media:** Work with contributors to collate and publish regular updates to WHS Social Media channels.
- **Website:** Manage, collate updates and publish content to the school internet page(s), including ensuring navigation and presentation is maintained.
- **Digital Notice Boards:** Managing the content for Digital Notice Boards and the Video Wall.
- **Photos/Videos:** Attend events as appropriate to capture photos and videos for use in school communications.
- **Intranet:** To work with Teacher in Charge to collate updates and publish content to the school intranet site, including ensuring navigation and presentation is maintained.
- **Visual Assets:** Design, publish, output and keep visual assets up to date for core collateral and key school events ensuring continuity of brand in all content areas
- **School Magazine and Prospectus:** Managing communication with contributors, designing, collating content and publishing the annual school magazine and prospectus
- **Reception Relief:** To cover front reception or Student Services reception for staff breaks or as required
- **Administrative Support:**
 - Creating presentations
 - Word Processing
 - Digital Document Management



- Other tasks as requested; the school environment requires someone who is flexible, willing and agile. The role will involve learning elements of other Support Staff roles so that there is no single-point sensitivity.

Competencies/Attributes

- Experience and skill in communications, from planning to operations. Will include experience in a range of medium, including Web, Social Media, Presentations
- Experience with design and relevant design software for creating visual assets (eg Adobe In-Design, Photoshop, Canva or similar)
- High degree of proficiency in MS Office/Google Office Suites
- Experience editing and publishing on websites including basic HTML knowledge
- Attention to detail
- Demonstrates accuracy and thoroughness at work
- Monitors own work to ensure quality
- Adapts to changes in the work environment
- Manages competing demands calmly and maintains flow of information to stakeholders
- Keeps stakeholders informed and explains reasons for decisions or changes rationally and in an informative manner
- Maintains professional communication and uses appropriate communication channels appropriate to each situation
- Able to prioritise effectively and take account of various stakeholders' needs