



NOWRA ANGLICAN COLLEGE

Events and Administration Support Officer

Who we are, and what we commit to:

Respect | Compassion | Wisdom

Nowra Anglican College is a respectful community grounded in Christ's compassion, learning to live with wisdom.

Mission

To provide a high-quality Christian education with a welcoming community where all individuals are valued and belong.

As a community of learners, we strive for excellence, unlocking the potential of each individual, developing confident, active learners who improve their world.

Our Vision

To be a community of learners, living and serving in Christ's world.

Position Overview:

The Events and Administration Support Officer role is vital in ensuring that the administration and logistics of the school calendar and events are compliant, efficient, and aligned with the College's mission, values, and strategy. This administrator works closely with and supports the Director of Operations and provides collaborative support for the Administration Team.

The three key functions of the role are:

- **People:** Maintain positive collegial relationships to facilitate strong collaboration across event planning and the Variations to Routine (VTR) process. Assist the Director of Operations and event lead organisers with administrative logistics.
- **Process:** Maintain and document the efficient, accurate, and compliant organisation and administration of the College calendar, Edumate database, and VTRs. Ensure all community communications are timely, professional, and factually accurate.
- **Place:** Support the effective use of College learning spaces, venues, equipment, and transport resources

The School:

Nowra Anglican College is a dynamic P-12 school located in the beautiful Shoalhaven. The College is in an exciting stage in its life, experiencing rapid growth as it implements its strategic plan to foster high-quality learning and the development of the whole child.

The area is a fast-growing regional centre in NSW with a diverse range of employment and recreational activities and services. Locals enjoy an all-encompassing coastal lifestyle with easy access to both the mountains and beaches.

Position	Events and Administration Support Officer Permanent Full-Time Position
Appointed by	Principal
Responsible to	Director of Operations
Key working relationships	Director of Operations, Executive team, Administration team, Middle leaders.
Last updated	September 2026
Involvement in the Life of the School	The Events and Administration Support Officer will be a member of the following: • Administration Team • Events Team All staff are required to: • Attend Staff Devotions. • Attend other staff meetings and committee meetings when required. • Coordinate/participate in a co-curricular activity such as a music ensemble, a lunchtime club or a sporting team. • Perform other duties as deemed appropriate by and in negotiation with the Principal or their delegate as required from time to time.
Duties - People	The Events and Administration Support Officer maintains positive collegial relationships and supports collaboration across event planning and stakeholder communications: • Collegial Collaboration: Work collaboratively with Event Lead Organisers, Middle Leaders, and the Administration team to support the smooth execution of College events. • Communication Triage: Proactively triage incoming event requests and enquiries to ensure urgent operational matters receive a timely response. • Team Participation: Actively participate in Administration team meetings and weekly Event team meetings. • Community Communication & Quality Assurance (<i>Dual Category: People & Process</i>): ○ Parent Permission Notes: Build and publish accurate parent permission notes and event communications using College communication protocols ○ Information Verification: Rigorously cross-check outgoing communications against approved VTRs to ensure accuracy regarding dates, times, venues, transport, uniform requirements, costs, and sundry billing notices. ○ Strict Lead-Time Compliance: Uphold standard College communication timelines (publish parent notes at least 2 weeks / 10 school days prior for standard events; 4 to 5 weeks prior for camps, major events, and overseas trips).

Duties - Process	The Events and Administration Support Officer collaborates across the College to maintain accurate, compliant, and efficient database and administrative systems: ● Long-Term Calendar Planning: Assist and advise the Executive team in long-term calendar planning with a six-month lead time, documenting and actioning record-keeping across College systems. ● VTR & Database Administration: ○ Administrate and continuously streamline the Variations to Routine (VTR) process. ● Support timetabling and resource management in the College by accurate event creation ○ Event Setup & Recurring Schedules: Accurately create events that sit outside of the VTR process to support timetabling needs of the College ○ Staff & Student Allocation: Manage Event rolls to ensure that student attendance recording is not impacted ● Staff Support & Training: Provide guidance and training to staff to ensure understanding and adherence to VTR process requirements. ● Documentation & VTR Records: ○ Administrate all required VTR paperwork and notes, and associated communication ○ Maintain accurate VTR records ○ Create and manage EPacks for external events. ○ Ensure all linked documents are saved in the Event in Edumate ● Stakeholder Notifications: ○ Send text messages and reminders to students, parents, and carers when required ○ Provide updated event information to event owners, outlining responsibilities of lead organiser etc. ○ Liaise with stakeholder teams within the College (eg Maintenance Team, Canteen Team) to ensure clear communication and planning, supporting the Lead organiser. ● Workflow Tracking & Priority Self-Management: ○ Master Tracking: Maintain real-time operational status across all K–12 events using the MASTER K–12 Event Planning & Logistics spreadsheet as the primary daily workspace. ○ Autonomous Prioritisation: Independently assess daily workloads, manage upcoming deadlines, and apply focused work blocks for complex event builds. ● General Operational Support: Perform other duties as required by the Principal or Director of Operations.
Duties - Place	The Events and Administration Support Officer supports the effective, safe, and sustainable use of College spaces, venues, transport, and equipment: ● Space & Learning Area Scheduling: Schedule events in appropriate learning spaces while maintaining clear communication with all impacted stakeholders. ● Resource Safety & Logistics: Book resources, including transport, with a primary focus on student safety and sustainable operations. ● Integrated Resource Bookings (<i>Dual Category: Place & Process</i>): Book all required venues, rooms, equipment, and College vehicles/buses directly within Edumate event records to prevent double-bookings and rooming clashes. ● Transport Logistics (<i>Dual Category: Place & Process</i>):

	○ Liaise with external bus companies for all bookings and cancellations ○ Maintain precise records of transport arrangements in the Excel document, particularly those using our College buses, managing driver details, to ensure accurate reporting for budget lines.
Duties - Corporate	The Events and Administration Support Officer actively promotes the vision, culture, and professional standards of the College: ● Ethos & Values: Maintain and uphold the College's reputation, ethos, and values in all interactions with colleagues, students, and the wider community. ● Student Mentorship: Encourage students to understand, internalise, and live out the College values in all aspects of their lives. ● Uniform Standards: Actively encourage students to wear the College uniform correctly and with pride. ● Professional Conduct: Model and maintain a consistently high standard of professional behaviour.
Duties - Child Safe Standards	The Events and Administration Support Officer actively upholds the College's zero-tolerance commitment to child abuse and safety: ● Child Safety Commitment: Actively support and prioritize the safety, welfare, and physical/emotional protection of all children and young people entrusted to the College. ● Child-Centred Environment: Foster a safe, welcoming, and child-friendly environment where students are empowered to participate in decisions affecting their lives. ● Policy & Standards Compliance: Comply strictly with the College's Child Safe Program and Child Safe Policy in alignment with established Child Safe Standards. ● Zero-Tolerance Safeguarding: Maintain a strict zero-tolerance approach to child abuse and actively take necessary actions to keep students safe from harm.
Key Selection Criteria	● Christian Ethos & Alignment: Active commitment to the Christian ethos, vision, mission, and values of Nowra Anglican College and The Anglican Schools Corporation, backed by active participation in a local church (church reference required). ● Administrative Experience: Minimum 2–3 years of high-level, complex administration experience in a fast-paced environment. ● School Management Software Proficiency: High-level capability using school management databases (specifically Edumate or equivalent SMS platforms) for calendar management, event setup, and parent communication publishing. ● Communication & Stakeholder Engagement: Superior written and verbal communication skills, with a proven ability to engage effectively with students, staff, parents, and external community members. ● Attention to Detail & Proofreading: Demonstrated track record of drafting, cross-checking, and verifying community communications with high accuracy and minimal errors. ● Organisation & Priority Management: Proven ability to independently manage multi-step event logistics using master tracking spreadsheets, balance competing priorities under pressure, and meet tight deadlines. ● Problem-Solving & Resilience: Demonstrated capacity to solve complex problems creatively and maintain composure during high-volume work periods.

	● Process Improvement: Ability to work systematically within established workflow protocols while proactively identifying opportunities to streamline operational procedures
Desirable Selection Criteria	● Educational Sector Context: Prior experience working within a school administration environment.
Workplace Health and Safety	The Events and Administration Support Officer will comply with all relevant policies and procedures relating to Workplace Health & Safety and report all hazards and unsafe workplace practices to the Health & Safety Committee.
Working with Children Check	The Events and Administration Support Officer will have Paid Employee Working with Children Check clearance and comply with all relevant policies relating to Working with Children.
Performance Review	All members of staff will undertake an annual Performance Review which is designed to strengthen workplace relationships, career development and effective workplace participation.
Hours of Work	The hours of work align with the School Office's open hours, from 8:00am to 4:06pm, Monday to Friday. In addition, the Events and Administration Support Officer may be required to work after hours or occasionally on weekends (e.g. Open Day, major school events). This will be by mutual agreement with the Director of Operations.
Name of Position Holder	
Signature of Position Holder	
Date	
Signature of Supervisor	