



# EMANUEL SCHOOL

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## PERSONAL ASSISTANT & JEWISH LIFE EVENT COORDINATOR ROLE DESCRIPTION

### Role Purpose:

The Personal Assistant & Jewish Life Event Coordinator is a key support person to the Jewish Life and Jewish Studies departments across the school. They will support the Director of Jewish Life in all areas of their role and ensure the smooth running of events from the classroom to whole school and/or wider community programs.

This role is part time, 0.8FTE, worked 8am to 2-3pm daily, Monday to Friday. You will receive additional leave throughout the year with a requirement to work 4 weeks during the school holiday periods (1 week per term break). Work outside of these hours may be required throughout the year to attend and support school events.

### Responsibilities & Reporting Lines

Reporting to the Director of Jewish Life, this role is responsible for the following:

#### Personal Assistant

- Diary and calendar management including arranging internal & external meetings, travel arrangements, planning for special events e.g. Chaggim.
- Support and consultation for the formulation of the Jewish Life calendar of events.
- Organisation and set up of meetings with special guests and key members of the Jewish Community relating to interfaith programs, social justice, religious organisations etc.
- Develop & maintain relationships with staff, students, and parents as well as key stakeholders of the School and Jewish Community, including organisation of gifts/cards.
- General administration duties including minute taking, follow up of action items, preparation of documents & presentations, bar/bat mitzvah calendar.
- Oversee budget tracking, management of invoices, department spending and credit card reconciliation.
- Organisation and management of storage and archive for the Jewish Life, Jewish Studies and Hebrew departments.
- General support relating to office organisation, or any other duties reasonably requested by the Director of Jewish Life.

#### Event Coordinator

- Coordination of incursions and excursions from classroom to whole school or community events including
  - Forecasting, planning, preparation of run sheets, ordering, venue and bus bookings
  - School administration and processes relating to events e.g. VTR, permission notes, maintenance / AV requests, calendar planning, interdepartmental communication, invoicing/budget tracking
  - Design of invitation and conference materials
  - Liaising with external speakers / visitors including meeting them on the day and escorting them to the venue, confirming arrangements onsite, handling questions, changes or requests from the speakers, organising transport (where required).
  - Organising and coordinating with volunteers and staff to assist
- Coordinator of weekly Year 11 Speaker Series and D'var Torah roster
- Supporting the execution of Jewish Studies projects within the classroom and across the school e.g. design and creation of booklets for a curriculum, creation of packs for use in the classroom as required e.g. Chaggim or student projects.
- Liaise with and offer support for other school events and projects as required.

They will work closely with the PA & Jewish Life Event Coordinator in the Primary School and provide back up and support to each other and key go-to person for the Hebrew, Jewish Studies and Informal Jewish Life teams.

### **Skills & Qualifications Required**

The following qualifications and experience are essential for this role:

- 5 years + experience in administration and / or events management
- High level time management, attention to detail, logistical and administrative skills
- Ability to be agile, flexible and problem solve.
- Strong Jewish and secular calendrical acumen
- Understanding of the Sydney Jewish community, Jewish culture, and practices
- Strong organisational skills and capacity to manage and prioritise a range of different and competing tasks
- Keen eye for design and ability to create professional and engaging materials through Canva or similar programs e.g. invitations, conference materials, booklets.
- Outstanding written and verbal communication skills
- High level of professionalism and confidentiality
- Maturity and diplomacy to handle sensitive issues
- Ability to work calmly under pressure, take initiative and work independently
- Strong ICT skills and advanced experience with Google Drive, Word, Excel, PowerPoint, databases

- Appreciation of children of all ages and ability to communicate and interact with them - from Preschool to Year 12

The following experience would be seen favourably but is not essential:

- Experience working in a school setting
- Knowledge of and connections within Jewish community organisations
- Ability to read, write and understand Hebrew

### **Emanuel Employee Qualities & Attributes**

Emanuel staff are highly competent, passionate and engaging. They ensure the best possible learning environment for students and are committed to their own continued growth as professionals.

As an Emanuel employee, it is expected that you possess the following qualities and attributes:

- A passion for continually improving your practice and a commitment to ongoing professional learning.
- Capacity and desire to make a positive contribution to the wellbeing of students and fellow staff.
- Demonstrated strong interpersonal and communication skills and the capacity to develop and sustain productive relationships within the school community.
- Generosity in sharing your expertise with colleagues, and an openness to welcome observations and feedback from other staff.
- Support for the ethos of the School with a willingness to make a significant contribution to the life of the School.
- A team player who is keen to work with colleagues to best meet the learning and wellbeing needs of individual students.

### **About Emanuel School**

Emanuel School is committed to providing co-educational excellence in a Pre-school to Year 12 continuum. We value the individuality of all students and encourage the development of their special interests and talents. Our objective is to extend our students to the best of their ability, and to foster a love of learning, a strong sense of community and a pride in their Jewish heritage.

Emanuel School is small enough to provide an individual, nurturing environment and large enough to provide a wide range of subjects and opportunities for our students. Emanuel School is a dynamic learning community within an intimate learning environment delivering strong academic outcomes.

The School occupies the Stanley Street site with around 920 students from Preschool to Year 12, comprising a two-stream K-4 and three streams thereafter.

The School's commitment to excellence, quality, service and value ensures that it continually improves the delivery of all its programs for the benefit of its students. There are many opportunities for students to participate in a wide range of activities and students have a strong commitment to community service.

We strive to create an environment in which genuine acceptance and understanding can develop. These concepts are reflected in the School motto "Mind, Spirit, Being".

## Values & Jewish Life

Emanuel is a Jewish Community School that nurtures a commitment to Jewish community, heritage, ethical living and the State of Israel. We do this through a commitment to egalitarianism, pluralism, coexistence, tradition, mitzvot, Torah and Hebrew. We do so as Jewish, Australian and Global citizens. In particular we value:

- Excellence
- Perseverance
- Lifelong love of learning
- Respect
- Integrity
- Responsibility
- Compassion
- Generosity
- Justice
- Community

At Emanuel, we welcome staff and students of all backgrounds and religions. Applications are made without reference to a candidate's religion.

## Emanuel seeks to be a child safe school

Emanuel School is committed to promoting the safety, welfare, and wellbeing of our students as our paramount priority. We seek to maintain a preventative, proactive and participatory approach to child safety, promoting student voice and agency.

Emanuel School has zero tolerance for child abuse and has established systems and policies to protect children, while in the School's care, from abuse and to promote physical, emotional, and cyber safety. The protection and wellbeing of students is the responsibility of all members of the Emanuel School community, and encompasses:

- a duty of care to ensure that reasonable steps are taken to prevent harm to students which could reasonably have been foreseen
- obligations under child protection legislation.

Emanuel School welcomes and celebrates diversity and remains committed to promoting the safety of every child.