



Newsletter Manager

2023 Job Description

1. STATEMENT OF COMMITMENT TO CHILD SAFETY

We are committed to child safety. We want children to be safe, happy and empowered and have zero tolerance of child abuse. We understand our legal and moral obligations to treat all concerns seriously and to report allegations and concerns about a child/ren's safety and wellbeing to authorities. We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

2. POSITION PURPOSE

To create and distribute the newsletter once a term

3. KEY ATTRIBUTES OF THE ROLE

This role is suitable for someone who:

- Can communicate effectively with committee members/ teachers and external providers to collate the required information
- Is computer literate, basic programs/ skills: Microsoft Office; Basic design or photo editing programs (eg. Canva, Illustrator, Powerpoint)
- This role does not require attendance at CoM meetings

4. KEY RESPONSIBILITIES AND ACTIVITIES

Key Responsibility:	NEWSLETTER PREPARATION AND DISTRIBUTION
Activities	<ul style="list-style-type: none">▪ Collate information, edit, prepare and publish quarterly newsletter into an existing or newly created template▪ Advise the Committee of Management when contributions are required for upcoming newsletters▪ Ensure regulatory items are included to meet policy and curriculum requirements (refer to Recurrent SPK Newsletter Items document in GDRIVE)▪ Monitor distribution channels to ensure all families receive the newsletter eg. Email, Skoolbag, hard copy in foyer