



Position Description

Position:	Events & Facilities Coordinator
Reports to:	This role reports to Calendar, Events & Community Engagement Manager (Manager) and is responsible to the Business Manager
Location:	Typically located at The Ridgeway Campus
Days of Work:	Monday to Friday (includes some weekend work)
Annual Leave program:	School holidays

The Role:

Working closely with Facilities Support, the Events & Facilities Coordinator is responsible for implementing all operational requirements relating to School Events at The Ridgeway Campus and Buckley House. This is a 'hands on' role, requiring the coordinator to be involved in the organisation and movement of furniture and equipment, musical instruments, catering supplies, the general setup of school events, etc. Due to the nature of the role a good level of physical fitness is required.

The Events & Facilities Coordinator has supervisory responsibilities for the casual events staff in relation to resourcing and day-to-day activities.

Working with a number of key stakeholders across the School to ensure the success of School events.

Duties:

- Responsible for the coordination and setup of all Ivanhoe Campus (The Ridgeway Campus and Buckley House) functions including assemblies, exams and special events as detailed in the eCalendar, including
 - Check facilities pre and post events (clean, secure, correct set up, etc.)
 - Liaise with Calendar, Events & Community Engagement Manager to order and deliver alcohol to events. Maintain record of usage and keep supplies in locked store room
 - Liaise with Calendar Planning and Logistics Manager regarding hire of equipment to meet each event's needs
 - Proactively manage logistical matters that may arise regarding pre, during or post an event
 - Conduct and maintain Chemical register in Chemwatch
 - Conduct and implement Safety Risk Assessment for all manual handling tasks
 - Conduct and implement safety risk assessment on hire equipment
 - Follow procurement processes for hire and purchased equipment

- Attend weekly Calendar Logistics/Planning meetings involving Events and Calendar Staff, Facilities Support, External catering suppliers and others, as required.
- Attend Major Events Meetings
- Ensure all special assistance requested noted on the eCalendar are attended to prior to a function.
- Assist at School functions as required
- Responsible for the catering needs of all Ivanhoe Campus kitchen facilities, including maintaining supplies of tea, coffee, biscuits etc. and cleaning materials
- Other duties as directed

Qualifications, Skills and Experience:

- High level of customer service skills
- Demonstrated high level organisation skills to work flexibly and to manage conflicting and changing priorities
- Ability to operate effectively under pressure and to prioritise work appropriately
- Problem solving skills
- Good communication skills and the ability to work with members of the School Community
- Demonstrated and competent use of IT
- Good level of physical fitness
- Excellent personal presentation
- Ability to work independently and as part of a team to achieve team goals and meet deadlines
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children.
- Manual Handling qualification and experience
- Food Safety qualification preferred
- Responsible serving of alcohol qualification preferred

Key Performance Indicators:

- Requirements for the smooth running of all functions and events are met.
- Requests regarding events, functions and other needs responded to and resolved within a time frame appropriate to their priority
- Good working relationships key stakeholders

Occupational Health and Safety (OHS):

- All School staff are required to take reasonable care for their own health and safety and that of other staff who may be affected by their conduct.
- All staff are responsible for:
 - Participating in OHS related training
 - Reporting OHS hazards and incidents
 - Actively participating in the development of risk assessment and or job safety analysis
 - Assist with workplace inspections
 - Adhere to Ivanhoe Grammar School's OHS policies and procedures

Child Safety

All schools have a moral responsibility for the safety and wellbeing of students. At Ivanhoe Grammar School we take this responsibility very seriously. We are committed to a school culture where protecting children forms a part of our everyday thinking and activity. Protecting students is the responsibility of everyone who is employed at, or is engaged by, Ivanhoe in child-related work. Detailed information about our commitment to child safety and wellbeing, is set out in our code of conduct, policies and procedures located on our Child Safety page.

Committed to child safety, children's wellbeing and protecting children from abuse, the School requires that all staff comply with the School's Child Safety Code of Conduct, Child Safety Policy, Child Safety Concerns Management Procedure, Health and Safety Policy and Respectful Workplace Behaviour Policy.

All teachers and non-teaching staff working directly with or caring directly for students are required to have a working knowledge and understanding of our Child Safety Code of Conduct, Child Safety Policy and Child Safety Concerns Management Procedure.

Where any staff member breaches any of the School's policies or codes of conduct, the School will take appropriate disciplinary action.

Working with Children Check:

Employment is subject to the provision of a current and valid Employee Working with Children Check.

This position description is an overview of the duties and responsibilities of this role and does not represent the entirety of this position. Ivanhoe Grammar School reserves the right to vary this position description to meet the changing needs of the School.