

Application for Appointment (Non-teaching)

Information Statement

The information you provide on this application form, along with any other information you supply, will be used by the College solely for assessing your suitability for positions for which you have applied. If unsuccessful, your information contained in this application will be destroyed on completion of the appointment process unless otherwise requested by you. If successful your personal information contained in this application will be held by and remain confidential to Nayland College. Under the Privacy Act 1993, you have the right (with certain exceptions) to request access to, and correction of, any personal information held by the College.

POSITION APPLIED FOR: **Media Coordinator**
Fixed-term (1 February 2024 - 13 Dec 2024)
Part-time, flexible (Approx. 15 hours per week, term time only*)
**Some social media monitoring and updating may occur in school holidays*

PERSONAL DETAILS

Full Name:	Mr/Mrs/Ms/Miss/Other:
Postal Address:	
Telephone Nos: Home:	Mobile:
Email Address:	
Ministry of Education Employment No (if previously employed in the education sector):	
Date of Birth:	Gender: Ethnicity:
Emergency Contact Name:	
Telephone Nos: Home:	Mobile:
Are you a New Zealand Citizen/Resident* or do you hold a Work Visa/Permit*? (*Please circle as applicable. Relevant documents must be sighted.)	
Any other personal details relevant to your application for appointment:	

CURRICULUM VITAE

Please ensure your CV contains (or include on separate sheets) the following:

1. A recent photograph.
2. An outline of relevant qualifications and experience, including your current position.
3. The strengths and abilities you would bring to this position.

REFEREES

Please provide the names and addresses of two referees who may be contacted to provide information to support your application.

Name:

Address:

Phone:

Relationship:

Name:

Address:

Phone:

Relationship:

DECLARATION

Please describe any injury or illness, or other known conditions, you have that may affect your ability to effectively carry out the duties and responsibilities of the position:

Have you ever been convicted of **any** offence against the Law (apart from minor traffic convictions) or otherwise know of any reason you should not be employed to work in the school environment?

YES / NO (please circle)

If YES, you may be asked to provide a copy of the relevant court records and be asked to comment further.

- I solemnly and sincerely declare that, to the best of my knowledge and belief, the information given in my application for this position and in my CV is true and correct. I understand that this may be verified and that failure to provide correct and true details of any conviction may make me liable for dismissal from the employment of the Board of Trustees.
- I give Nayland College permission to seek information about my employment and personal background from nominated referees and previous employers. I understand that this information will be treated in complete confidence, and only used for staff selection purposes.

Applicant's signature:

Date:

Please return this form in an envelope clearly marked JOB APPLICATION, or email to:

Hannah Banks
Acting Principal
Nayland College
Nayland Road
Stoke 7011
Nelson

School Ph: (03) 547 - 9769
Fax: (03) 547 - 3498

Email: sarah.gwyn@nayland.school.nz

It is the applicant's responsibility to ensure that this application reaches the Principal before the specified closing date: **12pm Monday 29 January 2024**

INFORMATION FOR APPLICANTS

POSITION:

Media Coordinator

Fixed-term (1 Feb 2024 – 13 Dec 2024)

Part-time, flexible, approx. 15 hours per week, term time only*

**Some social media monitoring and updating may occur in school holidays*

Nayland College is a large co-ed secondary school located in Stoke, Nelson. We're looking for a new Media Coordinator to autonomously monitor and manage our social media and promotional content.

The role would include posting new social media content, monitoring social media sites and liaising with various staff for social media and newsletter content. The ideal applicant would also liaise with newspapers and professional photographers/videographers, particularly in the lead up to marketing campaigns, as well as contribute to the school newsletter by interviewing students, writing up articles and supporting the growth of student journalists.

The hours will be flexible and may vary depending on the school events calendar throughout the year. Applicants must be able to work with minimal supervision and the utmost integrity. Attention to detail and a high level of grammatical ability in written language is essential.

Applicants must have NZ residency or a valid NZ work visa. Appointment will be subject to a satisfactory police vet.

APPLICATION:

Applications close at **12 noon Monday 29 January 2024.**

Please complete the attached application form, include a covering letter and CV detailing qualifications and previous experience, and either email or post to the details below.

Email: sarah.gwyn@nayland.school.nz

Address: Nayland College, 166 Nayland Road, Stoke, Nelson 7011

INTERVIEWS:

Shortlisted applicants will be contacted for an interview within one week of the closing date.

APPOINTMENT:

Appointment will be confirmed as soon as possible, and the successful applicant will commence their new duties by negotiation.

ADDITIONAL INFORMATION:

Enquiries can be answered by:

Sarah Gwyn – Executive Assistant to Senior Leadership Team

P: 03 547 9769 ext 800

E: sarah.gwyn@nayland.school.nz

MEDIA COORDINATOR

JOB DESCRIPTION 2024



Employee:

Hours per week / Weeks per year: Part-time, flexible, approx. 15 hours per week, term time only*

Tenure: Fixed-term (1 February 2024 – 13 December 2024)

Supervised by: (i) Acting Principal (Hannah Banks)
(ii) International Student Director (Gavin Millar)

*Some social media posting/monitoring may be required during school holidays

Duties		
1.	General expectations <i>As a member of the staff of Nayland College you will be familiar and comply with the school's charter and policies.</i>	<ul style="list-style-type: none"> a. Display a commitment to honouring the principles of Te Tiriti o Waitangi in all personal, online and digital interactions with staff, students and whānau. b. Maintain positive, professional relationships with all staff members, external contacts, members of the public and whānau. c. Ensure that contact with all students is on a strictly professional basis, with the physical and emotional safety of the students being of paramount importance. d. Support and enhance school administration. e. Adhere to the hours of work as arranged. f. Inform the line manager of any absence from work immediately (illness etc) so that other arrangements can be made if necessary.
2.	Media Coordination	Duties including but not limited to: <ul style="list-style-type: none"> a. Social media posting / monitoring / interaction (ie: tagging appropriate collaborators, 'liking' other appropriate posts and reporting inappropriate content). b. Digital creation of social media information 'tiles' c. Liaise with various staff for social media content: "what's going on" - and then liaise with newsletter team and / or create articles for the newsletter.

MEDIA COORDINATOR

JOB DESCRIPTION 2024



		<ul style="list-style-type: none">d. Coordinate professional videographers / photographers (or work with students if appropriate) for school marketing videos, promotional content, capturing footage of assemblies/prizegiving/other major events etc.e. Communication with alumni.f. Other tasks as requested by the Senior Leadership Team.
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Professional Growth and Performance Review

Each support staff member is expected to:

- Set professional goals and participate in the Nayland College professional development process which will include an annual performance appraisal with line manager.
- Performance will be reviewed with respect to the effectiveness with which the key roles detailed in this job description are being performed.
- Engage in regular dialogue with line manager, including discussions around strategies for ongoing professional growth.

This job description may be reviewed annually at the discretion of the Principal.

Name:

MEDIA COORDINATOR

Hannah Banks

ACTING PRINCIPAL