



Community Development Position

(Part time hrs to be discussed) - Closing date: Friday 21st October, 2011
Position to commence: Monday 14th November, 2011

Silver Tree Steiner School is a vibrant, independent school in the Perth Hills, 50 minutes drive from the Perth CBD. The school has recently moved into new buildings on a new site in a semi-rural setting.

The Community Development position has been created to work with the School Administrator to: advance the internal and external marketing of the school; support and take the initiative in managing events that promote and add value to the school; seek and apply for grants; support and manage the school's current enrolment growth; and be involved in handling some day to day school office duties where required. As the school is small, a sense of pioneering spirit and a 'can-do' attitude is required. Extensive training and support is not currently available.

Requirements

- Demonstrated understanding of and enthusiasm for Steiner Education
- Demonstrated ability to work outside specified hours on tasks that may take time and effort to come to fruition – not looking for instant gratification
- Demonstrated experience in sharing quality experiences to parents and the wider public that lead to further interest and commitment by way of enrolments or attendance at various activities
- Demonstrated interest in and ability to generate new ideas and opportunities and to follow through until conclusion (including applying for grants and organising activities that add-value to the school)
- Experience with or demonstrated ability to learn computer applications and web site management techniques
- Ability to work collaboratively with all stakeholders, including volunteers and to provide high quality customer service
- Demonstrated ability to independently manage paperwork, email etc and use systems that support efficiency and good time management
- Knowledge of or the ability to understand the Perth Hills area and it's demographic

Working hours will involve a mix of in school and out of school tasks, as negotiated. Stand-down provisions or reduced hours may only be paid during school holidays.

The precise number of hours and salary to be discussed with the School Administrator according to experience and availability. Currently ~\$23 per hour.

To apply- see over...



SILVER TREE STEINER SCHOOL
Confidence for life

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Phone 08 9295 4787
Fax 08 6230 5381

To apply-

Send applications and direct all enquiries to:

Bruce Lee, School Administrator: admin@silvertree.wa.edu.au or 9295 4787

Include:

- 1) Cover letter detailing your interest in such a position, your ability to meet the requirements listed and your previous experience;
- 2) CV &
- 3) Four referees that can also attest to your work ethic and character including at least one current/previous employer and a personal character referee.

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