**Purpose of the position:**

The Website Officer is responsible for the digital content creation and management. The online presence of the kindergarten needs to include current and relevant information.

**Commitment:**

* Be familiar with the Evesham Road Kindergarten Constitution and Philosophy
* To complete all Legal and mandatory documents including but not limited to Police Check, WWC, PA02
* Adhere to and sign a Code of Conduct.
* Adhere to and sign a Child Safety Code of Conduct and attend any training required.
* To prepare comprehensive process notes to hand over to the next Committee regarding any current

and relevant information

* Act in the best l interest of Evesham Road Kindergarten

**Skills:**

* IT background, knowledge and experience are preferred
* Excellent written communication skills
* Creative

**Key Tasks:**

* Update online information when required
* Own and lead initiatives for the creation of content on the site
* Liaison with Committee with information on current and upcoming events
* Upload policies, Quarterly Newsletter, update information
* Liaison with Staff on information for parents
* Ensure policies and other information is current and factual – seek clarification with HR Officer for policy updates
* Liaison with IT Officer who is responsible for the maintenance of the WordPress software that the website is built upon.
* This position does not mandate monthly attendance to Committee Meetings, however as the underlying IT systems support the kindergarten business, it is highly recommended to attend to field any questions that may arise.

**Appendix:**

The following vendors and entities provide services and support to the kindergarten:

* **Internet** – [iiNet](https://www.iinet.net.au/) – 13 22 58
* **Website** - [State Library Victoria](https://kindergarten.vic.gov.au/support/) (SLV) - [info@kindergarten.vic.gov.au](mailto:info@kindergarten.vic.gov.au) / Kayne: 03 8664 7001
* **Back-Office Domain** –[Crazy Domains](https://www.crazydomains.com.au/)– 1300 210 210