



Friends of Frayne - Council Role Description

Preparatory Sub-School Coordinator

Term of appointment: Minimum of one (1) year.

PRIMARY OBJECTIVE:

The Preparatory Sub-School Coordinator supports the Xavier Campus Coordinator in bringing together the Class Coordinators and parent help from the Preparatory School and to assist at Friends of Frayne run events and College events where the Friends of Frayne provide support.

RESPONSIBILITIES:

- Comply with the Catholic School Parents Western Australia Group (CSPWA) Terms of Reference and the college Code of Conduct.
- Act and be seen to act in the best interests of the Friends of Frayne and its operations, and the school.
- Promote a spirit of community and co-operation amongst parents.
- Support the Xavier Campus Coordinator with their key tasks throughout the school year.
- Report to the Xavier Campus Coordinator.

KEY TASKS:

- Liaise with and provide support/guidance to the Preparatory School Class Coordinators.
- In consultation with the Xavier Campus Coordinator, liaise with the Head of Preparatory School on matters requiring Friends of Frayne support (minimum of 1 meeting per semester, or if preferred 1 meeting per term).
- Assist the Xavier Campus Coordinator with executing Friends of Frayne events and initiatives.
- Assist the Friends of Frayne with the promotion of events within the Preparatory School.
- Attend and encourage parents to attend Friends of Frayne meetings and get involved.
- Abide by the Terms of Reference.

SKILLS REQUIRED:

- Good communication skills.
- Good interpersonal skills.
- Strong organisational skills.
- Effective computer skills.