



POSITION DESCRIPTION

POSITION:	Facilities Administration Assistant
DEPARTMENT:	Administration
CAMPUS:	Timbertop
DATE PREPARED:	May 2025
REPORTS TO:	Administration Office Manager – Timbertop
DIRECT REPORTS:	Nil
EMPLOYMENT STATUS:	Part Time (44 Weeks)

WORKING ENVIRONMENT

Geelong Grammar School is one of the world's leading coeducational boarding and day schools offering exceptional education to all of its students, from Early Learning to Year 12. Geelong Grammar School seeks to inspire its students and community to thrive and make a positive difference through its unique and transformational education. Geelong Grammar School has four campuses:

Bostock House (approximately 100 students). Situated in the Geelong suburb of Newtown, this campus caters for day students from Early Learning to Year 4. After Year 4, students from Bostock House proceed to Corio. The Bostock campus has approximately 17 full time and part time teaching and support staff.

Toorak (approximately 320 students) is located in Melbourne. It caters for day students from Early Learning to Year 6. After Year 6, most students proceed to Corio. The Toorak campus has approximately 50 full time and part time teaching and support staff.

Corio (approximately 920 students) offers day, day boarding, weekly boarding and full boarding in Years 5 to 8 (Middle School) and day and full boarding in Years 10 to 12 (Senior School). About 70% of Corio students are full boarders. Approximately 100 staff (nearly all teaching) reside on the campus, with 30 accommodation units being connected to boarding houses, and the remainder consisting mostly of free-standing residences. The campus is like a small community with its own (large) kitchen/dining facilities, a medical centre (9 beds), chapel and maintenance workshops and comprehensive educational infrastructure. The campus also provides high level sport, recreational, training and performance facilities used by the School community. The Handbury Centre for Wellbeing provides a gymnasium, indoor swimming pool, dance studio and multi-purpose playing courts and the recently opened (SPACE) provides "State of the Art" auditoriums, performance theatres, creative education hubs and display spaces that utilise the latest in technology.

Timbertop (approximately 245 students) is a boarding campus for all Year 9 students, located near Mt Buller in Victoria's Alps. All teaching staff live on the campus and students spend the entire year at Timbertop taking part in hiking, recreational and community service activities.

The Timbertop Administration department provides a wide range of administrative and IT support to a diverse community of teachers, operational staff, and students located at Timbertop, enabling successful delivery of the Timbertop programme and campus operations

POSITION OBJECTIVE

The Facilities Administration Assistant will be responsible for a range of administration functions relating to the Facilities and Farm departments of the Timbertop Campus.

KEY RESPONSIBILITIES

The Facilities Administration Assistant is responsible for the following tasks:

1. Support the Facilities and Farm Departments to develop, implement and maintain effective and efficient internal processes and procedures.
2. Assist contractors and suppliers to ensure compliance with the GGS online induction procedure and all compliance processes are followed.
3. Ongoing coordination of LinkSafe including monitoring of compliance documents along with ensuring all relevant OH&S policies and procedures are implemented.
4. Provide administration support to high level strategic initiatives and projects for the Campus as specified by the Administration Office Manager and Facilities Supervisor in line with the Timbertop philosophy and achievement of contemporary practices and compliance.
5. Support the Facilities Supervisor and Farm Manager with general administrative support and assistance as required.
6. Provide administration support regarding preventative maintenance schedules, service contracts and service level agreements.
7. Maintain registers, important records and databases to ensure all information is accurate and stored correctly.
8. Administration support relating to the end-to end procurement function and contributing to the ongoing development of procurement processes.
9. Maintain FmXpert system data, assist with job issuing and reporting as required.
10. Develop effective working relationships by ensuring a focus on positive customer service with internal and external stakeholders.

ORGANISATIONAL RELATIONSHIPS:

The Facilities Administration Assistant reports to the Administration Office Manager and works closely with Administration Office Manager, Facilities Supervisor, Farm Manager and a number of key contacts internal and external to the School.

KEY SELECTION CRITERIA:

- Well-developed interpersonal and communication skills with a proven ability to create and deliver a customer focused environment.
- A sound understanding of the Microsoft Office Suite and Facilities Management Software is advantageous
- Excellent organisational, administrative and time management skills, including the ability to manage multiple tasks within associated timelines.
- Experience developing reports and coordinating projects and tasks within budget parameters.
- A proven ability to develop and maintain organisational systems and procedures.
- Ability to liaise with contractors and suppliers to build and maintain strong customer/client relationships.

QUALIFICATIONS AND EXPERIENCE:

- Well-developed written and verbal communication and customer service skills.
- Relevant qualifications and/or experience in facilities administration.

DESIRABLE

- Relevant experience within a Facilities Management and/or building maintenance office environment.
- Experience using asset and facilities management software.

COMMITMENT TO POSITIVE, ADVENTURE AND CREATIVE EDUCATION:

Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education.

All staff are required to attend our Discovering Positive Education training course within their first two years of employment at the school. Staff also have the opportunity to participate in ongoing Positive Education training throughout the year.

OUR COMMITMENT TO STUDENT SAFEGUARDING

Geelong Grammar School is committed to the safety of students and has a zero tolerance of child abuse.

WORKING WITH CHILDREN CHECK & NATIONAL POLICE CHECK

All employees of Geelong Grammar School must hold a Victorian Working with Children Check (Employment) prior to appointment, and National Police Check completed within three (3) months prior to appointment.

OTHER REQUIREMENTS AND OUT OF HOURS EXPECTATIONS

- Current driver's licence
- The incumbent may be required to travel to other campuses, and stay overnight (or longer)
- Attendance at School and House events outside of usual work hours may be required (for example Staff Conference dinner).
- Work on public holidays within Term time may be required on occasion.