



GEELONG GRAMMAR SCHOOL®
EXCEPTIONAL EDUCATION

POSITION DESCRIPTION

POSITION TITLE:	Administration Assistant – Timbertop Health Centre
CAMPUS:	Timbertop
DATE PREPARED:	June 2024
REPORTS TO:	Timbertop Nurse Unit Manager

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 (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.

POSITION OBJECTIVE

The Administration Assistant – Health Centre will be responsible for a range of administrative functions supporting the Nurse Unit Manager and Health Centre staff along with ensuring efficient and effective day to day running of the Timbertop Health Centre

KEY RESPONSIBILITIES

The Administration Assistant is responsible for the following key functions and tasks under the direction of the Nurse Unit Manager:

- Provide administrative support to the Nurse Unit Manager relating to the Health Centre functions at the Timbertop Campus
- Provide administrative support and assistance to the Health Centre Nursing staff and overnight staff
- Supervise and coordinate the Health Centre Assistant staff and student inpatient and outpatients
- Liaise with external medical health care providers coordinating student appointments, transport and outstanding accounts
- In consultation with the Nurse Unit Manager, coordinate the ordering and stocktake of medical supplies and equipment, as well as overseeing the budget and retail express.
- Coordinate Health Centre related first aid training
- Liaise with TOFAAs to coordinate the restocking and management of the campus First Aid kits

ORGANISATIONAL RELATIONSHIPS:

The Administration Assistant reports to the Nurse Unit Manager and works closely with a number of internal and external stakeholders such as students, staff, parents, visiting health professionals, local medical providers and hospitals.

KEY SELECTION CRITERIA:

The Key Selection Criteria for the Administration Assistant include:

- Excellent relationship management and people skills, with a proven ability to interact with people at all levels
- Excellent organisational, administrative and time management skills
- Sound written communication skills, including previous experience in developing reports, taking minutes and undertaking correspondence
- Well-developed ICT skills, including experience in database and records entry and management, and more specifically experience working with Excel.
- An ability to assist in the coordination of activities and projects and to work independently and show initiative and judgment when required
- Ability to work as part of a team and to manage the demands of a variety of roles and people (staff, students, parents and external health and welfare providers etc.)
- The ability and willingness to undertake training relevant to the role and provided by the School.

Qualifications & Skills

- Demonstrated experience within an administrative role
- Synergetic database experience will be highly regarded
- Previous experience within a Medical Centre or hospital environment
- Understanding of an educational environment

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 SAFETY

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