



POSITION DESCRIPTION

POSITION:	Procurement Administrator
DEPARTMENT:	Facilities
CAMPUS:	Corio
REPORTS TO:	Facilities Operations Supervisor
DIRECT REPORTS:	Not Applicable
EMPLOYMENT STATUS:	Full Time Ongoing
CLASSIFICATION:	A4
APPROVAL:	June, 2025 Executive Director, Operations and Shared Services

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.

The **Facilities Department** of Geelong Grammar School is responsible for providing a range of services to the School community including building & asset maintenance, operational and logistic support, camps & events, property management, grounds keeping and capital works projects. The team has people in both Corio specific and cross campus roles.

POSITION OBJECTIVE

The **Procurement Administrator** is responsible for supporting Geelong Grammar School in the achievement of effective and consistent end-to-end procurement processes and ensuring best practice, contemporary administration systems and procedures, while nurturing organisational and supplier relationships and securing best value pricing.

KEY RESPONSIBILITIES

The Procurement Administrator is responsible for the following tasks:

- 1) Actively contributing to RFx (Request for tender/quote/proposal) processes conducted across the School through assisting in the formation, distribution and collating of documents and submissions
- 2) Contributing to the contract administration of key Facilities Contracts including but not limited to waste management, pest control and sanitary receptacles
- 3) Supporting information entry to Facilities Management Software, including maintaining and updating building information databases, budgets and drawings
- 4) Ensuring project, building and asset documentation are correctly classified, stored, and updated within the “network server”
- 5) Collecting data for reporting on Sustainability and procurement KPI’s and compliance e.g. ESG, School Sustainability Commitments, Modern Slavery etc.
- 6) Ensuring that procurement initiatives cause minimal disruption to the day-to-day operations and educational activities of the School
- 7) Coordinating furniture inventory across the Corio campus and supporting furniture procurement to other campuses
- 8) Other general administration tasks as required

ORGANISATIONAL RELATIONSHIPS:

Internal Liaisons

- Facilities Department
- Procurement and Sustainability Manager
- Corio Teaching and Operational Staff
- Bostock (Junior School), Toorak, Timbertop and Avalon Staff
- Operational staff – all campus’
- Geelong Grammar School Residents

External liaisons

- Contractors
- Suppliers and Consultants
- Visitors to Corio campus
- Government agencies

KEY SELECTION CRITERIA:

- Demonstrated relevant industry-based experience and/or qualifications in procurement and/or contract administration.
- Well-developed interpersonal and communication skills with a proven ability to create and deliver a customer focused environment.
- Excellent organisational, negotiation, administrative and time management skills, including the ability to manage multiple tasks within associated timelines.
- Demonstrated experience in writing reports for key internal and external stakeholders.
- A proven ability to develop and maintain organisational systems and procedures
- Proficiency with the Microsoft Office 365 suite of programs (PROJECT would also be desirable).

QUALIFICATIONS AND EXPERIENCE:

- Relevant qualifications and/or experience in Procurement Services or Contract Administration
- A sound understanding of technology along with the ability to optimize use of software to meet the department's needs.

Desirable

- Relevant experience within a Facilities Management and/or building maintenance office environment.
- Relevant experience with CAD.

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 all students and has a zero tolerance of student abuse.

The School's Student Safeguarding Framework, which includes the Student Safeguarding Strategy, Student Safeguarding Policy and Student Safeguarding Code of Conduct, is available on the [GGS website](#), under 'Student Safeguarding'. The School's expectation is that all staff members (and School Community members) comply with the Student Safeguarding Framework policies and procedures and the [Child Safe Standards](#), as applicable to their role. Any queries in respect of this Framework or the School's expectations should be directed to safeguarding@ggs.vic.edu.au.

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 licence is essential to the role
- Anaphylaxis [Desirable]
- First Aid [Desirable]
- CPR [Desirable]
- Attendance at School events, such as family day, is encouraged.