



POSITION DESCRIPTION

POSITION:	Administration & Events Assistant
DEPARTMENT:	Community Engagement
CAMPUS:	Corio Campus
REPORTS TO:	Events Manager
DIRECT REPORTS:	Not applicable
EMPLOYMENT STATUS:	Full-time – 12 Month Parental Leave Replacement
CLASSIFICATION:	GGs Operations Salary Scale Operational, A2 School Administration Services
APPROVAL:	Reviewed September 2025

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.

Alumni and Community Relations – The Administration & Events Assistant is a member of the Alumni and Community Relations team, that sits within the wider Community Engagement department, and reports to the Events Manager. Community Relations is responsible for ensuring the School community is well connected through communications, events and relationship building initiatives. The team's activities support the School's enrolment, alumni relations and fundraising goals. The team is responsible for printed publications, website and social media, and reputation management, as well as major events. It also co-ordinates the School's Support Group and Alumni (Old Geelong Grammarians) activities. The Community Relations team supports a range of departments and functions across the School and has a close working relationship with the Advancement, Admissions, and Communications teams that comprise the broader Department of Community Engagement.

POSITION OBJECTIVE

The Administration & Events Assistant provides administration support to the Alumni and Community Relations team.

KEY RESPONSIBILITIES

The Administration & Events Assistant is responsible for the following tasks:

1. Maintain synergetic events module, update online event bookings and prepare guest lists, name tags and place cards for events
2. Update the Events page on the School and Alumni (Old Geelong Grammarians) websites
3. Provide administrative support for events and functions, including liaising with the School's Facilities Department, catering and cleaning contractors, and AV department
4. Administer online event payments and refunds
5. Undertake data entry and report preparation as required, including processing of returned mail, bounced emails, online Update Details requests and event RSVPs, and maintain birth, deaths, and marriage registry
6. Receive and respond to general phone, email and other enquiries, providing front-line information to community members and/or referring queries to relevant staff as required
7. Attend and assist at events as required (occasionally night/weekend work or travel to Timbertop Campus)
8. Contribute to continuous improvement and efficiency of administrative activities and processes
9. Lodge Alumni and Community Relations postal mailouts
10. Create invitations and other event resources in Canva (or similar programs)
11. Organise travel arrangements for Alumni and Community Relations as required
12. Assist with other administrative and event tasks across Community Engagement as directed

ORGANISATIONAL RELATIONSHIPS:

Internal Liaisons

- Director of Community Engagement
- Head of Alumni and Community Relations
- Support Groups Coordinator
- Alumni and Events Coordinator
- Communications Coordinator – Marketing
- Graphic Designer/s
- Facilities and Accounts departments
- AV Department

External liaisons

- GGS Community (including Alumni and Current and Past Parents)
- Catering contractor (Chartwells)

- Cleaning Contractor (Quayclean)
- External hire venues
- External suppliers

KEY SELECTION CRITERIA:

The position of Administration & Events Assistant requires the following key skills and experience:

1. Demonstrated high level administrative skills
2. Experience using Microsoft Office, including Outlook, Word, Excel as well as ability to learn new systems
3. Excellent organisational skills, including the ability to plan daily workloads, prioritise schedules and meet deadlines
4. Demonstrated strong interpersonal and communication skills, particularly the ability to work collaboratively within a team
5. A commitment to attention to detail, ensuring accuracy of data entry and confidentiality
6. Demonstrated understanding of database management and website administration would be highly regarded
7. Previous experience within or a sound knowledge of a school or similar educational environment would be an advantage
8. A proven ability to work both independently and under direction

QUALIFICATIONS AND EXPERIENCE:

- Previous experience in administrative role and/or relevant qualification

Desirable

- Previous experience in an events role
- Understanding of an educational environment
- Previous experience using database software (such as Synergetic)
- Previous experience using Canva (or other design 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 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 (desirable)

- First Aid (desirable)
- Normal work hours are from 8.30am – 4.30pm (or as negotiated) with occasional evening and weekend work due to the nature of events.
- This is classified as an operational role with 4 weeks of annual leave.