



POSITION DESCRIPTION

POSITION:	Summer Crew
DEPARTMENT:	Facilities Department
CAMPUS:	Timbertop
REPORTS TO:	Facilities Coordinator
DIRECT REPORTS:	Nil
EMPLOYMENT STATUS:	Casual roles – it is anticipated that this work will be available from approx. mid December to end January.
APPROVAL	October 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.

POSITION OBJECTIVE

The Timbertop Summer Crew play a primary role assisting the Timbertop Facilities Team with the Campus end of year works, preparation of facilities and the Campus grounds for the school year ahead. We are seeking motivated and enthusiastic people to assist with these works in readiness for Term 1 School year.

KEY RESPONSIBILITIES

The Summer Crew is responsible for the following tasks:

- Moving furniture in and out from buildings
- Clearing Units ready for Contractors
- Setting Units up for start of Term 1 and making units and grounds presentable
- Ground tasks including raking, picking up rubbish, moving firewood or other duties as required
- Fire reduction around campus
- Unloading of trucks for annual gear issue
- Assist the Facilities Team with other selected tasks or projects

ORGANISATIONAL RELATIONSHIPS:

Internal Liaisons

Facilities Coordinator
Campus Business Manager
Facilities Team

External Liaisons

Contractors

KEY SELECTION CRITERIA:

- Good communication skills
- Self-starter
- Ability to action instructions
- Proactive mindset in the presentation of units and campus
- Ability to work in a team environment
- Must be physically able to undertake duties

QUALIFICATIONS AND EXPERIENCE:

Mandatory

- Victorian Working with Children Card (Employment) - needed prior to commencement
- National Police Check completed within three (3) months prior to appointment.

Desirable

- License (Manual)
- Previous experience with summer crew or similar roles

COMMITMENT TO POSITIVE, ADVENTURE AND CREATIVE EDUCATION:

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

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.