



Position Description

Position:	<i>General Duties (Administration) GAP Assistant</i>
Appointed by:	The Principal
Responsible to:	The Gap Supervisor
Location:	Garnsey

School Overview

Gippsland Grammar provides an outstanding contemporary, holistic education where our Community has a shared understanding of what we learn, how we learn and who we teach. Our School culture is centred around our core values of Compassion, Leadership, Excellence, Responsibility and Respect and develops people of character who act with integrity and wisdom.

At Gippsland Grammar, responsibility for the protection of children is shared because children are safeguarded only when all individuals accept responsibility and work together and play their part in keeping children and young people safe from harm and abuse.

All staff are required to:

- Comply with the School's Student Protection Program (including the Student Protection and Safety Policy, Student Protection Staff Code of Conduct, and Make a Report Procedure), as well as their legal and professional obligations with respect to the prevention and reporting of actual or suspected child abuse and reportable conduct.
- It is each such staff member's individual responsibility to be aware of key risk indicators of child abuse or reportable conduct, to be observant, and to raise any concerns they may have with one of the Principal, the Executive Leadership Team, the School's Student Protection Officers (and/or with external agencies, where required). In this regard, staff are encouraged to voice their concerns, no matter how minor, trivial or insignificant.
- All contractors and volunteers involved in student-connected work are required to adhere to the School's Student Protection and Safety Policy and Student Protection Staff Code of Conduct and are responsible for contributing to the safety and wellbeing of students in the school environment. They too have obligations with respect to the reporting of actual or suspected child abuse or reportable conduct allegations.

Again, it is the School's expectation that contractors and volunteers are attuned to their individual responsibilities and act in accordance with their internal and external reporting obligations, and the School's policies and procedures (including the Student Protection Program).

Position Overview

To act as a general assistant to the staff at Garnsey Campus.

Duties for General Duties (Administration GAP Assistant)

Administration

- Assist with photocopying as required
- Assist in the maintenance of noticeboards
- Prepare correspondence as directed
- Providing administrative support through managing enquiries from students and parents, maintaining records, and assisting with phone communications.
- Undertake reception duties as required, ensuring a welcoming and professional front-of-house experience.

Tutorial Assistance

- Assist in the facilitation and supervision of student assessment tasks under the direction of the Gap supervisor.
- Support teaching and learning in the classroom as needed.

Events management assistance

- Assist in the set-up and clean-up of events under the direction and supervision of the Events Co-ordinator

Year 9 program assistance (at Garnsey Campus)

- Assist in the coordination and supervision of excursions, fieldwork, group activities, training sessions, and camps.
- Support the organisation and participation in Cross-Age Tutoring, community service, social service, and other student activities as required.
- Provide support within the Melbourne classroom during the Year 9 program.
- Assist with the supervision of students after school hours during the Melbourne program.
- Accompany student groups on excursions and activities in Melbourne as required.
- Provide administrative support, including record management, responding to enquiries, phone communication, and maintenance of the forward planner as directed.

Other duties

- Assist with the supervision of the Student Services Office and provide First Aid support as required.
- Support the supervision of Year 12 practice examinations at the Garnsey Campus.
- Attend and assist with School Camps throughout the year.
- Undertake duties as directed by the Head of Campus or Gap Assistant Supervisor.
- Fulfil additional responsibilities related to child safety, professional conduct, pastoral care, and co-curricular activities as outlined below.

RESPONSIBILITIES ATTACHED TO ALL ROLES:

Child Safety

Staff are responsible for supporting the safety and well-being of the School's students as follows:

- Behave as a positive role model to students, including through words, conduct and actions.
- Actively promote the safety, welfare and wellbeing of students.
- Provide a learning experience which is consistent with the School's and relevant professional or occupational codes of conduct, which supports students to achieve their personal best, and takes into account individual learning and behavioural needs.
- Act consistently (both in person and in the online environment) with the School's student safety and wellbeing strategies.
- Be vigilant and proactive with regard to student safety and child protection concerns, and take all reasonable steps to protect students from such harm (examples of which include, but are not limited to bullying, discrimination, grooming, harassment, neglect, sexual misconduct, sexual offences, physical violence, reportable conduct and victimisation).
- Encourage and support students who raise safety concerns (including about actual and suspected child abuse or reportable conduct).
- Provide age-appropriate supervision for students.
- Comply with any directions, guidelines, policies, procedures and rules promoted by the School with respect to student safety.
- Knowledge understanding and adherence to all School and staff obligations regarding student safety, including Ministerial Order 1359 – Child Safe Obligations other child safe requirements mandated by legislation (as amended from time to time).
- Commitment to providing a child safe environment and child safe conduct in all aspects of employment at the School.
- Comply with all aspects of the School's Child Protection Program, including the School's Child Safe Policy Statement and Child Safety Staff Code of Conduct.
- Willingness, understanding and ability to report student safety concerns in line with the School's policies (such as the Make a Report Procedure) and applicable mandatory reporting requirements.
- Complete annual training in Child Safety as required.

Professional Responsibilities

- Work collaboratively as a member of the relevant team team to ensure best possible outcomes for students/staff/school.
- Demonstrated strong interpersonal and communication skills.
- Actively engage in Team and Staff meetings.

- Adhere to and abide by the expectations set out in the Gippsland Grammar Guidelines for Professional Behaviour.
- All responsibilities attached to teaching class/es.
- Willingness to participate in and also encourage students to fully participate in the life of our School.
- Compliance with the School's OHS requirements and other requirements (including in respect to anti-discrimination), as mandated by legislation.

Pastoral

This position requires demonstrated empathy and the ability to provide pastoral support to students within the School's pastoral care framework.

Co-curricular

Be routinely involved in the co-curricular program, which may include activities that extend beyond the 'normal' school day.

Key Selection Criteria

Qualifications

- 1 Current Employee Working With Children Clearance
- 2 Evidence of completed First Aid Training – Apply First Aid HLTAID003 or higher level (or willingness to obtain).
- 3 Evidence of completion of Anaphylaxis Management Training (ASCIA eLearning VIC, 22300VIC or 10710NAT) and CPR qualifications (as approved by a Registered Training Organisation) (or willingness to obtain)

Essential Criteria

- 1 Be 18 years old as of 30 January 2026.
- 2 Valid Australian Driver's licence (being at least a probationary licence) is preferable
- 3 Exhibit personal behaviour reflective of the Anglican ethos of the School, and which aligns with the School's Vision, Mission and Values.

Statement of Commitment to Child Safety

Creating and maintaining a student safe culture requires input from the entire School community. Our aim, is to provide a safe environment that aligns with the core values of academic care at Gippsland Grammar; compassion, leadership, excellence, respect and responsibility.

To achieve this, we promote a model of education where students are understood not just as learners, but as an integral part of the School and broader community. As such, we value wellbeing and resilience, celebrate diversity,

and embrace a growth mindset, through classroom experiences, and in our approach to academic care, practices policies and procedures.

The commitments, values and principles which guide the School are further outlined in the School's Child Protection and Safety Policy (a copy of which is available on the School's website).

If applying for a position, please note that Gippsland Grammar is a child safe environment. Every child has a right to be safe, and at the School, we take a zero-tolerance approach to any behaviours that jeopardise student safety (including child abuse and reportable conduct).

As such, preferred applicants will be subject to child protection screening, background and reference checks, verification of identity checks and must adhere to the School's child safe practices, as outlined in the Student Protection Program policies on the School's website.

This Position Description is a guide only, and is not intended to be an exhaustive or exclusive list of duties for this position.