



# Administrative Assistant - Teaching and Learning Coordinator

## POSITION DESCRIPTION

<b>POSITION:</b>	<b>Administrative Assistant - Teaching and Learning Coordinator</b>
<b>AWARD / AGREEMENT:</b>	Girton Grammar School Bendigo Enterprise Agreement 2022 Educational Services (General Staff) Award 2020
<b>REPORTS TO:</b>	Head of Teaching and Learning
<b>EMPLOYMENT TYPE</b>	Ongoing Full-time - 1.0 FTE
<b>SALARY:</b>	Grade 1

### PURPOSE OF POSITION

The Administrative Assistant - Teaching and Learning Coordinator position play a crucial role in representing the school's values through exceptional administration support, and effective communication. They play a vital role in creating a positive and organised environment for students, parents, staff, and visitors. This role provides exceptional administrative support to ensure the efficient functioning of the school's daily activities such as daily org, reception, absentees, events, and various meetings. Under the direction of the Head of Teaching and Learning, this role works across and in collaboration with multiple Departments to support a range of school functions. With strong interpersonal skills and attention to detail, the Teaching and Learning Assistant contributes to fostering a warm and professional atmosphere that reflects the school's values and commitment to excellence.

### ABOUT GIRTON GRAMMAR SCHOOL

Girton Grammar School in Bendigo is a leading independent school catering for around 1,200 students from Preparatory to Year 12 in an enriching and supportive environment.

With a Junior School campus and separate Senior School campus minutes from the centre of town, this renowned School sits at the heart of the Bendigo community.

The School is proud of its culture of optimism and commitment in both students and staff, translating to personal growth and academic achievement that truly sets the School apart in Regional Victoria.

Our rich history and steadfast values have, over time, built a school culture where we equally value people, character and learning. The behaviour and attitude of our students and staff contributes to a learning environment where every child is known and their individuality is respected.

### KEY RESPONSIBILITIES

The successful candidate will be responsible for achieving the following outcomes working across multiple areas of the School. Members of the team rotate between the various duties within the Reception and Administrative functions. Under the direction of the Head of Teaching and Learning the Teaching and Learning Assistant is responsible for the following areas:

#### Administrative Excellence

- Efficiently manage documentation through filing, archiving, and data entry to support school operations.



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- Draft and send professional emails, distribute mail and supplies, and respond promptly to enquiries from staff, students, parents, and the school community.
- Provide project assistance and collaborate with the administration team to ensure smooth execution of school events, including information nights, Parent & Teacher Interviews, Foundation Day, Speech Night, and other activities.
- Collate and distribute educational materials, NAPLAN documentation, exams, and other resources as directed.
- Administer subject selection processes and support the Steplab PD Platform.
- Accurately collect and enter student reflections, mobile phone infringements, and uniform infringements for senior school records.
- Facilitate VCAA reimbursement forms for VCE assessors
- Enter Senior School student achievements into ASTRA promptly.

### Equipment and Workspace Maintenance

- Maintain and clean equipment and workspaces, reporting any malfunctions for timely repair or replacement.

### Flexible Backfill and Student Supervision

- Provide cover for absentees, reception, and daily organization as required.
- Assist in supervising students during testing and ensure a safe, supportive environment.

### Event Support

- Assist as directed the set up and supporting of key school events, including PT interviews, subject selection nights, and Speech Night preparations which may include coordinating the printing and packaging of certificates and events lists..
- Provide a supporting role in the set-up and administration of internal exams and NAPLAN, including the collection and dissemination of paperwork, (creation of labels, class lists, cover sheets) etc.
- Organise catering for meetings and functions, support student teacher placements, and prepare certificates and event materials.

### Principal's Office Support

- Under the supervision of the Executive Assistant book and record staff professional development and Administration Student Teacher paperwork within agreed timeframes.
- Collate year level booklists and oversee the SACs calendar

### Non-Term time projects

- Assist the administration team in covering reception,

### Communication and collaboration:

- Develop and maintain respectful and professional working relationships and open and regular communication with parents, colleagues and students as required in the role.



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- Actively collaborate with the colleagues to develop and share resources and strategies.
- Attend and participate school meetings, when required.

### School Community Engagement:

- Contribute to the broader school life beyond the classroom through participation in school events, committees, and activities.
- Serve as a positive role model for students, demonstrating professionalism and ethical behaviour.

### Other duties

In addition to timetabled lessons and activities, Professional services staff may be required to undertake and participate in the following

1. Actively supervise students in rostered duties (yard duty, assemblies and other activities).
2. Participate in staff meetings, departmental meetings and other meetings, as scheduled.
3. Actively support the philosophy, directions, goals, policies and values of the School.

### Duties scheduled outside of timetabled classes

- Attend as required Speech Night, information nights, open days and other designated significant School activities.
- Professional Services staff may be required to undertake other relevant and reasonable duties, as directed by their Head of Teaching and Learning or Principal.

## KEY CONTACTS AND RELATIONSHIPS

The Administrative Assistant - Teaching and Learning Coordinator reports directly to the Head of Teaching and Learning and is part of the Administrative Support team. This position has a close working relationship with the following key staff and functions of the School and external service providers:

### Internal:

Academic and Support Services Manager  
Administration and Absentee Officer  
Principal's Office  
Senior School Leadership team  
teaching and support staff  
School Nurse  
Student Wellbeing Officer (65 Wattle Street)  
Risk Manager  
Maintenance Department

### External:

Students  
Parents/guardians and visitors  
External service providers and contractors

## KEY SELECTION CRITERIA

1. **Interpersonal and Communication Skills:** Ability to develop rapport, show respect, and communicate effectively with a diverse range of people, including students, families, colleagues, and external stakeholders.



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2. **Organisational and Analytical Skills:** Well-developed organisational skills, with ability to manage competing priorities.
3. **ICT and Database Management:** Proficiency in Microsoft Office and the ability to manage databases for accurate and timely data entry and reporting.
4. **Commitment to Student Wellbeing and Child Safety:** Demonstrated understanding of, and commitment to, student wellbeing and child safety, including appropriate behaviours when engaging with children from diverse backgrounds.
5. **Commitment to Professional Development:** Proven commitment to ongoing professional development and willingness to participate in training to maintain contemporary knowledge and skills relevant to the role.
6. **Personal Integrity and Embracing Diversity:** Demonstrates personal integrity, fairness, and an open-minded approach, embracing diversity and contributing positively to the school's culture

### PERSONAL COMPETENCIES AND ATTRIBUTES

Professional Services and non-teaching staff at Girton Grammar School empower, motivate, and support students, colleagues, and the wider school community to achieve or exceed performance expectations, playing a vital and influential role in shaping the positive experiences and development of all students and staff through their professional contributions and support. All staff are encouraged to investigate new ideas and adopt innovation and improvements relevant to their roles. Analytical and problem-solving skills are essential for evaluating challenges and identifying opportunities for both personal and organisational growth. Collaboration, relationship-building, and trust are central to our school's philosophy and approach. We value staff who are open-minded, demonstrate personal integrity and fairness, and embrace diversity

### PROFESSIONAL DEVELOPMENT AND KNOWLEDGE EXPECTATIONS

All professional services and non-teaching staff at Girton Grammar School are required to maintain a range of contemporary knowledge. Girton Grammar School provides regular and scheduled training and information for all relevant staff in the following.

- First aid qualifications including Anaphylaxis Management and Emergency Asthma Management.
- A sound understanding of and commitment to the Child Safe Policy and Standards, and other mandatory reporting requirements as they apply to Victorian Schools.
- A sound knowledge of current OH&S legislation and guidelines as they apply to education, and a commitment to ensuring a safe working environment.
- All employees of Girton Grammar School are required to review, acknowledge and adhere to the Employee Code of Conduct.

### MISSION AND VALUES

All staff must have an understanding of and commitment to working within the School's stated values in striving towards achievement of our mission. Further information regarding expectations of staff can be found in the Mission and Values document on Girton Grammar School's website.

### STUDENT WELLBEING



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Girton Grammar School's [Supporting Student Wellbeing document](#) outlines the role staff are expected to play in the care and nurturing of each student.

### CHILD SAFETY

Girton Grammar School is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires the School to implement child safety standards and to accommodate and take the needs of all children into account when creating a child safe environment. All staff must comply with the School's child safety policies and related policies and procedures, uphold the overarching principles and values set out, and take all reasonable steps to promote the safety of children. All employees at Girton Grammar School are required to:

- Have a current Working with Children's Check or VIT registration.
- Complete all mandatory reporting training and education about Child safety.
- Adhere to the Schools Child Protection Policies and Procedures.
- Report suspected cases of child abuse in accordance with school policies.

### OCCUPATIONAL HEALTH AND SAFETY (OHS)

Workplace health and safety is the responsibility of all staff. All staff are responsible and accountable for:

- Demonstrating a full awareness of work health and safety issues and School OHS instructions, policies and procedures including, but not limited to, any first aid or emergency procedures and ensuring compliance with these.
- Assuming allocated roles in the School's emergency response or occupational health and safety structures
- Taking reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions.
- Promoting a safe work environment by raising OHS issues in a timely, constructive and solution orientated manner with a Manager or the OHS Committee.
- Immediately reporting any Notifiable Incident or any identified health and safety matter via the appropriate channels.

### STAFF WELLBEING

Employee wellbeing is central to the values, practices and life of Girton Grammar School. We care about our people and school community and understand wellbeing is essential to the educational outcomes of our students and culture of our School. We recognise and are fully committed to providing a safe and compassionate workplace and appropriate wellbeing support services and resources for all employees. All employees have access to an independent and confidential free Employee Assistance Programme and we provide a range of resources, policies, consultation and a staff representative committee that focus upon initiatives and practices that actively support employee wellbeing.

### ADDITIONAL INFORMATION.

Appointment of successful applicants will be made subject to a satisfactory pre-employment check. A six-month probation employment period applies to all new employees at Girton Grammar School. Employment conditions are in accordance with the Girton Grammar School Bendigo Enterprise Agreement, 2022 (or its' successor). The School is committed to the principles of Equal Opportunity Employment, merit based selection, equity, diversity and procedural fairness in our recruitment.



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Girton Grammar School reserves the right to modify position descriptions, as required. Relevant staff will be consulted, where this is required.

### STAFF BENEFITS

Girton Grammar provides additional employment and professional benefits such as,

- Staff discount on school fees for ongoing permanent staff
- 39 weeks of term time for a school year (2026)
- Access to Professional Learning and Leadership Mentoring programs
- Discretionary personal leave for emergent issues
- Opportunity to take on additional responsibilities for experience
- Active Staff Association
- Free and voluntary vaccinations
- Access to EAP counselling services.

### REFERENCE DOCUMENTS

[Statement of Effective Student Learning](#)

[Supporting Student Wellbeing](#)

[Strategic Plan 2023 - 2028](#)

[Mission and Values document](#)

[Child Safety Policy](#)

[Child Safety Responding and Reporting Obligations](#)

[Child Safety Code of Conduct](#)

### APPROVAL

Developed	September 2025
Reviewed	
Reviewed	

### SIGNATURE PANEL

By signing below, I acknowledge that I have read and understood the responsibilities, duties, and expectations outlined in this position description. I agree to fulfill the requirements of this role to the best of my abilities and adhere to the school's policies and procedures.

Name

Signature

Date



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Principal Dr. Emma O’Rielly

Signature

Date

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This position description may be subject to review and adjustment in response to the evolving needs of the school and as part of the performance appraisal process.