



## POSITION DESCRIPTION

POSITION:	Receptionist and Administration Assistant
DEPARTMENT:	Operations and Shared Services
CAMPUS:	Junior School
REPORTS TO:	Head of Junior School   Corio
DIRECT REPORTS:	Not Applicable
EMPLOYMENT STATUS:	Part time - Maximum term
CLASSIFICATION:	GGS Operations Salary Scale A2
APPROVAL:	February 2026

### 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:

**Junior School** (approximately 120 students). Situated in Corio, this campus caters for day students from Early Learning to Year 4. After Year 4, students from the Junior School proceed to Corio Middle School. Junior School has approximately 25 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**

To promote a positive and professional image of the Junior School campus by providing high level customer service and information as the first point of call for all external enquiries, visitors and/or members of the School community. To undertake a range of administrative and clerical duties to support the School.

## **KEY RESPONSIBILITIES**

The Receptionist and Administration Assistant is responsible for the following:

- Managing the activities of the Reception area by answering and directing all incoming telephone calls and receiving visitors and deliveries to the School
- Maintaining the Reception area in a professional manner
- Greeting visitors, including Casual Relief Teachers (CRT's) and contractors and ensuring they are met by appropriate staff and/or directing them to designated areas of the camp.
- Producing documents including, but not limited to, letters, labels, stickers, booklets, posters and programmes as required
- Maintaining staff personal details on administrative lists, such as staff pigeonholes and staff birthday list
- Maintaining student personal details on Synergetic (School's database) and various office lists
- Maintaining and ordering office supplies, including but not limited to photocopier, stationery, badges, bookroom and post supplies
- Distribution of mail, parcels and deliveries, and processing outgoing mail and couriers
- Student Absences am and pm
- Compilation and distribution of daily Student Absentee List
- Coordinating the Cabcharge and room booking processes
- Assisting with function and event arrangements (such as invitations, place cards, set up and nametags)
- Compiling the fortnightly Campus Newsletter
- Providing a range of administrative support tasks for members of the Campus as required
- Providing First Aid services outside of School Nurse hours
- Assist with Co-ordinating Staff Social Club activities, farewells and morning teas etc
- Scheduling of Individual Music Lesson
- Coordinating the Yearbook
- Support student bus travel
- Support OHSC bookings

## **ORGANISATIONAL RELATIONSHIPS:**

The Receptionist and Administration Assistant reports directly to the Head of Junior School and has a close working relationship with the following staff and teams:

### **Internal Liaisons**

- Head of Junior School
- Head of Teaching and Learning/PYP Coordinator
- Teaching staff
- Administrative and support staff
- Students

### **External liaisons**

- Parents and Guardians
- Visitors to campus

## **KEY SELECTION CRITERIA:**

- Excellent interpersonal, communication skills and proven ability to liaise with people at all levels, both within and outside the organisation.
- Previous experience working within a busy customer-based organisation as a Receptionist, Administration

Assistant or similar role.

- Knowledge of the role of a Receptionist, including the ability to display contemporary telephone techniques and use of telephone systems.
- Proven computer skills including word processing (MS Word and Publisher) and an understanding of database software (knowledge of software such as Synergetic would be an advantage).
- Sound organisational skills with the ability to display initiative and make sound decisions to resolve common issues and enquiries as they arise.
- Well-developed general office and administrative skills, including experience in using filing and administrative systems.
- Proven ability to work effectively within a team and to actively support team members.
- An understanding of, and ability to maintain, confidentiality.

#### **QUALIFICATIONS AND EXPERIENCE:**

- Relevant administration and/or secretarial qualifications and experience.
- Experience working within a busy front desk role and knowledge of telephone techniques and systems.
- Current First Aid qualifications (or willingness to obtain).
- Anaphylaxis qualifications (or willingness to obtain).
- Current Victorian Working with Children Check (Employment)

#### **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](mailto: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.