



POSITION DESCRIPTION

POSITION:	Administration Officer Daily Organiser & Calendar
DEPARTMENT:	Administration Services
CAMPUS:	Corio
DATE PREPARED:	February 2026
REPORTS TO:	Administration Services Manager
DIRECT REPORTS:	Not Applicable
EMPLOYMENT STATUS:	Full-time, Ongoing (39 working weeks + 4 weeks leave + 9 weeks without pay)
Work Hours	07:45 – 15:45

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 recently opened (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 Administration Officer | Daily Organiser & Calendar is responsible on a day-to-day basis for the smooth and efficient operation of the daily routines at Corio, through coordinating, managing, and monitoring short-term cover for teacher absences and internal assessments, staffing academic events, managing room changes and managing the School Calendar.

KEY RESPONSIBILITIES

The Administration Officer | Daily Organiser & Calendar is responsible for the following tasks:

Daily Organiser

- Manage the end-to-end process of assigning replacement teachers daily to appropriate classes including ensuring that all short-term absences are covered by the allocation of priority standbys, in lieu of and extras, as well as recognising individual teacher skills and qualifications along with class needs
- Release via email and publish on HIVE planned extras and room changes in a timely fashion (usually by the end of Period 6 of the preceding day)
- Respond to emergency absences reported overnight in a timely manner (and usually publish by no later than 08:15am on the day)
- Manage emergency and incidental room changes where appropriate
- Monitor staff taking extras and any emergency reallocations due to non-attendance
- Manage class cancellations for whole year level events where appropriate
- Co-ordinate pastoral coverage in houses during internal examination periods
- Liaise with the Assistant Head of Academic Operations | Corio for any major in-timetable activity, camps, excursions, and incursions that will impact on staffing to minimise the disruption of competing demands in the covering of classes effectively,
- Facilitate CRT introductions to the Corio Campus and maintain a record of periods taught and manage equipment and key distribution prior to the start and at the end of the academic day
- Continuous improvement recommendations and other projects as required
- Provide the Head of Academic Operations | Strategy (ELC – Year 12) with relevant CRT and related data to be used in the compilation of termly statistics and event planning

Calendar Management & Administration

- Be responsible for the preparation and daily management of the Corio Campus calendar in liaison with the Academic Operations Team to ensure accuracy and currency for various calendar portals for external and internal audiences
- Support approvals of calendar entries at other campuses as required
- Process event entries and liaise with stakeholders for approval of late entries and amendments to existing events
- Chair and co-ordinate the fortnightly calendar meeting
- Lead the termly calendar meeting with key stakeholders to ensure no clashes exist
- Distribute calendars to stakeholder groups ahead of meetings
- Proactive management in ensuring historic events are entered and included in future planning
- Assist with the production of Special Dates lists
- Data entry into School systems (e.g. REACH, Synergetic)
- Support the applicable Stakeholder Manager with functional matters
- Provide back up to other Administration Services roles as necessary, such as Reception coverage
- Other accountabilities and tasks commensurate with the position

ORGANISATIONAL RELATIONSHIPS:

Internal Liaisons

Head of Academic Operations | Strategy (EIC – Year 12)
Assistant Head of Academic Operations | Corio
Daily Organiser | Junior School
Academic Office
Administration Services team
Teaching staff
Operational staff

External liaisons

CRT's

KEY SELECTION CRITERIA:

- Well-developed, accurate data analysis and entry skills
- Strong analytical and problem-solving skills
- Outstanding attention to detail and organisational and planning skills
- Advanced computer literacy skills
- Ability to work well under pressure
- Ability to show discretion and maintain the strictest levels of confidence
- Intermediate verbal and written communication skills and ability to work with people at all levels within the community
- Personal alignment to the Strategic Framework and ability to demonstrate our Character and Strategic Imperatives (5Cs and 5Is)
- Proven capacity to prioritise and juggle complex detailed tasks concurrently

QUALIFICATIONS AND EXPERIENCE:

- Experience in an administrative role within a busy environment **preferably** in a school setting

Desirable

- A working knowledge of the Timetabling Solutions software (or equivalent)
- Experience in an educational or school environment
- A relevant Tertiary Qualification

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 students and has a zero tolerance of child abuse.

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

Current driver licence is essential to the role