



## POSITION DESCRIPTION

POSITION:	Driver
DEPARTMENT:	Facilities
CAMPUS:	Timbertop
REPORTS TO:	Facilities Coordinator
DIRECT REPORTS:	Not Applicable
EMPLOYMENT STATUS:	Casual
APPROVAL:	March 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:

**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 Driver plays an important role in ensuring safe, reliable transport of supplies between the school and Mansfield. This position supports smooth day-to-day operations by maintaining positive relationships with Timbertop staff and local suppliers, and by representing the school with professionalism and courtesy. The focus of the role is responsible driving, timely deliveries, and friendly, respectful service.

## **KEY RESPONSIBILITIES**

The Driver is responsible for the following tasks:

- Truck-run into Mansfield as required. Supplier delivery and picks-ups.
- Maintain the condition of the Company vehicle to a high safe and clean standard.
- Carry out routine checks on vehicles and ensure they are sound prior to driving duties
- Comply with all traffic rules, follow most effective routes and meet strict time schedules
- Report any incidents, accidents or damage to Geelong Grammar School via Timbertop Fleet Coordinator
- Keep up a travel log to record areas travelled to, travel time, and work hours
- Other driving duties for the program as directed by supervisors and leadership of Timbertop

## **ORGANISATIONAL RELATIONSHIPS:**

### **Internal Liaisons**

- Leadership Team
- Teaching staff
- Operational staff
- Students

### **External liaisons**

- Suppliers
- Visitors to campus

## **KEY SELECTION CRITERIA:**

- Effective use of time to determine fastest and most efficient route
- Liaise between suppliers and Timbertop Operations for efficient delivery times
- Experience in a similar role
- Presentation in line with the reputation of the School, and should have the capacity to relate well with associates and clients
- Must have sufficient knowledge of traffic laws
- Adequate physical fitness to get in and out of car, lift packages etc.
- Must have a clear driving record
- Must be safety-conscious and consistently follow all safety procedures and guidelines set by the school and its suppliers
- Must be focused, confident, and observant

## **QUALIFICATIONS AND EXPERIENCE:**

- Must have a current and maintain a driver's license
- Clean driving record
- National Police Check and Working with Children's Check

## **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.

## **OTHER REQUIREMENTS AND OUT OF HOURS EXPECTATIONS**

- Current driver licence is essential to the role
- Anaphylaxis Essential
- First Aid Essential
- CPR Essential
- Travel is a requirement of this role.
- Willingness to obtain and maintain a driver logbook in line with relevant regulations.