

PRIMARY SCHOOL ASSISTANT

POSITION DESCRIPTION



Reporting to:	Head of Primary
Status:	Ongoing
Tenure:	Full-time (6 weeks' annual paid leave, 1 weeks' unpaid leave)
Salary:	General Staff Level 3
Hours:	38 hours per week; 8:00am – 4:06pm Monday to Friday
Prepared:	August 2026

Position Context

Hume Anglican Grammar is an independent, multi-campus, co-educational and Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. The School aims to provide its students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible. It is Hume's fundamental belief that young people who are genuinely happy will engage, aspire and thrive within our learning community. By establishing high standards in all that it does, every student is encouraged and supported to discover and fulfil their unique potential.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus. Hume is a progressive school, not just in the development of buildings and grounds, but also in innovative thinking and advancements in its approach to teaching and learning. This is led by a group of dedicated and expert teachers who practise their craft with skill, and by building the strongest of relationships with students. It is not by chance that Hume has young people who readily display warmth, humour and respect for one another and their teachers.

After 3 years located elsewhere, in 2011 the School commenced in Mickleham the Prep to Year 12 Freier campus on 10 hectares. In 2019, it opened another Prep to Year 12 campus in Donnybrook on an 8-hectare site. Starting with junior Primary year-levels, this campus will ultimately have an enrolment of 1,596. At Donnybrook, the Primary school has reached capacity with 588 students (as with Freier Primary) and with Secondary commencing in 2023 next year will have 784 Year 7 to 11 students. Each year as additional classes and year levels are added, it will progress to offer Year 12 in 2028.

In 2023, the School opened its third campus in Kalkallo, as a Primary and a feeder to the Freier and Donnybrook Secondary schools, it has followed a similar growth pattern to Donnybrook reaching capacity this year with 588 students.

In 2027, the School will enrol 3,408 students and expected to employ near 400 staff. The student enrolment at each campus will be at Freier 1,448, Donnybrook 1,372 and Kalkallo 588. Ultimately, by 2029, will have some 3,640 students (Freier 1,456, Donnybrook 1,596 and Kalkallo 588) with a corresponding cohort of teaching and general staff over 400 across its three campuses. It is expected to be one of the largest non-government schools in the State.

Recently, the School announced its acquisition of a 10-hectare parcel of land in Wollert for its fourth campus planned to open in 2033. This will comprise two Primary schools and a Secondary school and when it reaches its capacity, will enrol over 2,500 students. In all, Hume Anglican Grammar will ultimately educate over 6,000 students, with plans for further expansion.

Variation to the Role

Due to circumstances surrounding a particular appointment, there may be variations to the role as described at the top of this page. If so, it will be detailed below.

This position at Freier Campus in 2026 is a fixed term position until October 1, 2027.

Upon commencement, the Primary school Assistant will operate from the Freier campus, however, in the future may be required to perform part or all of their work at other locations.

Purpose of the Position

The Primary school Assistant plays a pivotal role in the organisation and smooth running of the Primary school administration office.

Upholding the highest standards of customer service, the Primary school Assistant also maintains a high level of integrity and trust. They represent the School with self-confidence and sensitivity and embody dignity and formality. They act as consummate ambassadors when dealing with visitors and members of the school community and are outstanding hosts.

They promote a culture of mutual respect and encouragement, and work with others in a professional, ethical and co-operative manner.

The Primary School Assistant is recognised as very organised and self-disciplined. They have high standards and strive to improve their own practice and to make efficiencies in the school setting. The Primary School Assistant, reports to the Head of Primary, is a part of the Primary Administration Staff and works collaboratively in a team environment to support and enrich their collective responsibilities. As a member of the General Staff, the Primary School Assistant, ultimately reports to the Business Manager.

The Primary School Assistant supports and models the School's values and Christian ethos when dealing with all stakeholders. They serve as exemplary representatives of the School and promote its policies and exemplify its standards. They promote a culture of mutual respect and encouragement, and work with others in a professional, ethical and co-operative manner.

Nature of the Position

All paid and unpaid leave must be taken during non-term weeks. Hours of work are from 8:00am to 4:06pm including a 30-minute meal break.

Responsibilities and Duties

Subject to the discretion of the Principal, the Primary school Assistant will undertake a variety of administration duties in the Primary school with specific responsibilities pertaining to the overall management of the administration office in the Primary school.

Roles and responsibilities will include:

Administrative duties:

- Ensuring that the school is presented in a positive and welcoming manner
- Contributing to the efficient and effective operation of the Primary school
- Assist the Head of Primary with his/her duties, including but not limited to calendar management, credit card receipts and consolidation of monthly statements, administration support etc
- Prepare all correspondence for Primary school and send to parents and staff
- Compile Primary school Bulletin content on a fortnightly basis
- Process Late Passes for Primary school students
- Fulfil a variety of Information Technology tasks using Sentral, Synergetic, Microsoft Office, etc.

- Attend to all student enquiries at the Primary office including late comers/early leavers and maintain sign-in/out logs in accordance with school procedures, for the Primary School
- Enter rolls on behalf of any CRTs or staff members unable to access the school electronic roll system and assist with monitoring and entering daily attendance
- Contribute to and support the planning and preparation of school and Primary events including assemblies, Presentation Ceremony and Open Days
- Managing surplus staff stationery and other office consumables
- Ensuring Primary school noticeboards and displays are up-to-date, tidy, and well-organised
- Supporting and assisting other members of the Administration team in the performance of their duties
- Attending Primary Administration Staff meetings and contributing to the creation of administrative calendars, timelines, and process documents
- Maintaining electronic and hard copy filing

General:

- Contributing to the development and maintenance of the school's administrative systems and procedures to ensure efficiency and effectiveness
- Applying the School's Privacy Policy and Australian Privacy Principles and ensuring measures are employed to maintain the strictest level of confidentiality
- Promoting the effective and efficient management and administration of Hume Anglican Grammar by providing administrative support where needed
- Carrying out other duties as directed by the Principal or delegate.

Qualifications, Skills, and Experience:

Essential

- A flexible approach to work and being adept at prioritising, operating under pressure and managing multiple tasks to meet strict deadlines.
- Outstanding time management and organisational skills, including the ability to plan and show initiative
- Outstanding attention to detail, and a personal sense of initiative, enthusiasm and high energy.
- High level communication skills (both written and verbal) and the ability to provide excellent customer service to build rapport with others
- Ability to work autonomously and as part of a group as a supportive and collaborative team member.
- Proficient computer skills in the Office 365 suite including Outlook, Word, Excel and Teams
- Current Working with Children Check
- Excellent analytical and high order thinking capabilities.
- Strong capability working in a team environment.

Desirable

- Certification in Office Administration or equivalent
- Experience working within a school environment
- Knowledge of the Synergetic School Management System
- Experience in a customer service role

Personal Qualities

- Demonstrated passion and commitment to the vision and values of Hume Anglican Grammar
- A high level of loyalty and discretion, and the capacity to maintain the strictest levels of confidentiality
- Friendly, warm, and caring demeanour
- Highly motivated with a passion for customer service, including an empathetic phone manner and professional personal presentation
- Ability to cultivate trust, credibility, honesty, and reliability
- Ability to receive and respond to constructive feedback
- Demonstrated interest in ongoing personal professional development.

Additional Information

Confidentiality

The Primary school Assistant is bound by strict confidentiality requirements and must ensure that the confidentiality and privacy of the individual staff member, parent and student is respected and maintained at all times.

Key Selection Criteria

1. Experience working in an administration team in a school or similar setting.
2. Outstanding time management and organisational skills, including the ability to plan and show initiative.
3. High level communication skills (both written and verbal) and the ability to provide excellent customer service to build rapport with staff, visitors, parents and students.

This Position Description may be altered from time to time to meet the operational needs of the School.