



POSITION:	Administration and Absentee Officer
AWARD / AGREEMENT:	Girton Grammar School Bendigo Enterprise Agreement 2022 Educational Services (General Staff) Award 2020
REPORTS TO:	Head of Student Engagement
EMPLOYMENT TYPE	CASUAL
SALARY:	Grade 1

PURPOSE OF POSITION

The Administration and Absentee Officer reports to the Head of Student Engagement and is a key member of the administration team with responsibility to coordinate the Senior School Absentee processes and provide a range of administrative and student support functions, including providing relief support to the Reception and First Aid Officer, under the direction of the Health Services Manager (Nurse), when required. The role also provides a range of administrative support to the Head of Student Engagement and Deputy Principal as required.

The Administration and Absentee Officer must be able to demonstrate a calm, caring and respectful manner when assisting students and undertaking Reception and First Aid duties and demonstrate initiative when overseeing the Absentee reporting processes. The position requires a knowledge and capability to use contemporary information technology systems and software and the ability to be efficient, organised, adaptable and an active and supportive member of a small administrative team. This is a rewarding opportunity to work in a supportive and inclusive team environment.

This position works during term times only.

The Student Futures and VCE Coordinator, Teaching and Learning assistant, Academic Operations Assistant, Student Engagement Coordinator, EA to the Principal, IE Coordinator and Absentee Officer work closely as an integrated team to support the effective operation of the School. Given the interconnected nature of their responsibilities, they provide support and operational backup for one another during periods of high workload, peak activity and staff absences to ensure continuity of service. The team is chaired by the Student Engagement Coordinator and meets monthly to discuss current projects, coordinate priorities, monitor workload distribution, identify emerging issues and collaboratively plan upcoming work. This regular collaboration promotes effective communication, operational efficiency and a shared understanding of key priorities across these functions with shared assistance provided across the team for and during the following activities:

Assistance	Owner
Coordination of NAPLAN and ACER testing	Daily Organiser
Coordination of Speech night	EA to the Principal
Parent Teacher Interviews, Mentor Interviews, VCE interviews	Teaching and Learning Assistant
Internal Examinations Coordination	Daily Organiser
School Photos coordination	Daily Organiser
Subject Selection preparation (term 3)	VCE and Student Futures

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.

Absentees

Oversee the Absentee function and processes by monitoring, recording and reporting student absentees for periods 1 and 5 in accordance with the School's policies and guidelines and duty of care obligations. This includes;

- Complete Absentees reports during periods 1 and 5 for loading into Astra
- confirming all class rolls are marked (twice each day) and providing absentee reports twice a day uploading into Astra,
- Signing students in or out of the campus, including late arrivals
- Recording notifications from parents (phone, ASTRA, email etc.)
- Immediate notification of any unexplained student absentees
- Preparing letters to parents from Synergetic regarding student absences at the end of term/Semester,
- Recording replies from parents regarding student absences and electronically filing the documentation,

Administrative and operational support

Under the direction of the Head of Student Engagement, undertake a range of administrative duties, including but not limited to:

- Filing and archiving of documentation
- Drafting and sending emails
- Data entry (Synergetic)
- Providing assistance with other projects and to members of the administration team
- Providing access to student lockers
- Providing communication to students and/or staff, as required
- Ordering stationary and essential office purchases, including regular stocktaking at the end of each term
- Assist the Teaching and Learning Assistant with the review and distribution of Student diaries,
- Coordinating provision of milk, tea, coffee and related refreshment deliveries for staff and staff rooms
- Book and organise catering when needed for meetings or presentations



Reception services

Provide relief support to the Main Reception function. This includes but is not limited to

- Responding to telephone calls, emails and in-person queries,
- Communicating messages and information to staff and/or students and families,
- Creating a courteous and welcoming environment for all visitors, families, students, staff, contractors and deliveries to Reception,
- Ensure all sign-in procedures are undertaken and access to the School is in accordance with the School's policies and guidelines, including risk management and child safety obligations.

First Aid

Provide first aid support within the scope of the position's training and School procedures, under the direction of the Health Services Manager, and escalate students requiring further assessment or treatment.

- Oversee the provision of First Aid in Senior School, assisting students throughout the day, referring to 65 Wattle as required,
- Monitoring EIPENs (including when offsite on excursions, camps and other activities)

Strategic planning and process improvement

In consultation with the Head of Student Engagement and key staff, review and continuously improve the administrative and management processes and responsibilities related to the operations of the position.

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.
- Actively collaborate with the colleagues to develop and share resources and strategies.
- Attend and participate in school meetings, when required.
- Due to the highly interactive and student-facing nature of this position, attendance on campus is an inherent requirement of the role. The duties of the position cannot be effectively performed remotely, and work-from-home arrangements are not available.

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.

Professional development

Actively participate in and contribute to professional development activities and the Professional Development process to ensure expertise.

Other duties

In addition to regular duties and responsibilities, 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.



4. Provide administrative support or undertake identified routine duties within the employee's skills, training and classification.

Duties scheduled outside of regular duties and responsibilities

- 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 Department or Principal.

KEY CONTACTS AND RELATIONSHIPS

The Administration and Absentee Officer reports directly to the Head of Student Engagement and is a key member of the Administration team. The role also works closely with the following position holders and external organisations:

- Reception and First Aid Officer
- Students
- Principal's Office
- Parents/guardians and visitors
- External service providers and contractors
- Teaching and support staff
- School Nurse
- Health Services Manager
- Risk and Compliance Manager
- Maintenance Department

KEY SELECTION CRITERIA

1. **Interpersonal and Communication Skills:** Demonstrated ability to develop rapport, show respect, and communicate effectively with a diverse range of people, including students, families, colleagues, and external stakeholders
2. **Organisational and Analytical Skills:** Well-developed organisational skills, with proven ability to coordinate multiple processes, manage competing priorities, and undertake tasks concurrently in a busy school environment along with strong analytical and problem-solving skills to evaluate challenges and identify opportunities for growth.
3. **ICT and Database Management:** High-level ICT skills, including proficiency in Microsoft Office and the ability to manage databases for accurate and timely data entry and reporting (knowledge of school-specific systems such as Synergetic is an advantage).
4. **Adaptability and Change Management:** Ability to adapt to and implement changes in processes and procedures as required, demonstrating flexibility in response to evolving school needs.
5. **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.
6. **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.
7. **Personal Integrity and Embracing Diversity:** Demonstrates personal integrity, fairness, and an open-minded approach, embracing diversity and contributing positively to the school's culture

QUALIFICATIONS AND EXPERIENCE

1. Relevant secondary qualifications and/or relevant experience in customer facing role.



2. Previous experience within a school environment is highly desirable, but not essential.

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

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.

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

[Strategic Plan 2023 - 2028](#)

[Mission and Values document](#)

[Child Safety Policy](#)

[Child Safety Responding and Reporting Obligations](#)



[Child Safety Code of Conduct](#)
[Teaching and Learning Framework](#)

APPROVAL

Developed	September 2023
Reviewed	September 2026
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

Principal Dr. Emma O'Rielly

Signature

Date

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.