



POSITION DESCRIPTION

POSITION:	Administration Assistant
DEPARTMENT:	Administration Services
CAMPUS:	Corio
DATE PREPARED:	June 2024
REPORTS TO:	Administration Services Manager
DIRECT REPORTS:	Not Applicable
EMPLOYMENT STATUS:	Casual

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.

Administration Services - The Administration Services team at the Corio campus provide essential support across the School, including reception duties, providing clerical support to key stakeholders within the School, and various other tasks that contribute to smooth daily operations of the School.

POSITION OBJECTIVE

The Administration Services team provide the highest level of customer service and administrative support to a range of stakeholders, and we are seeking candidates for our Casual Administration Pool to cover staff on planned and unplanned leave. The successful applicant will be someone who displays great initiative and professionalism and utilises strong organisational and communication skills to backfill various administration positions as required.

KEY RESPONSIBILITIES

The Administration Assistant may be required to undertake the following tasks:

1. Develop effective working relationships by ensuring a customer focused service when working closely with the stakeholders, management, various Departments of the School.
2. Reception and customer service duties including greeting visitors, ensuring all visitors sign-in, answering calls and emails from a range of stakeholders and maintaining the presentation of the reception area to a high standard.
3. Providing clerical assistance with the preparation of meetings, presentations, calendar management, compiling agendas and meeting minutes.
4. Undertake various administrative duties including processing outward mail, liaising with students regarding personal incoming mail, record management, data entry and information maintenance of the various school databases.
5. Assisting with planning of events, including organising catering, booking travel arrangements, logging logistical job requests and tracking event milestones.
6. Other duties in line with experience and as directed by the Administration Services Manager.

ORGANISATIONAL RELATIONSHIPS:

Internal Liaisons

Administration Services Manager
Administration Services team
Teaching staff
Operational staff
Students

External liaisons

Parents and Guardians
Contractors

KEY SELECTION CRITERIA:

- Highly developed interpersonal and communication skills, with the ability to communicate effectively and work collaboratively with a range of stakeholders.
- Strong organisational skills and attention to detail.
- Demonstrates initiative and sound problem solving skills.
- Proficiency in Microsoft Office 365, Microsoft Teams, and software relevant to education settings (Synergetic experience highly regarded.)
- Excellent time management skills and ability to prioritise conflicting deadlines.

QUALIFICATIONS AND EXPERIENCE:

- Previous experience in an administration or personal assistant role.

Desirable

- Certificate III or IV in Business

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
- First Aid and Anaphylaxis [Desirable]
- CPR [Desirable]