



Crossing Supervisor /Admin officer

POSITION DESCRIPTION

POSITION:	Crossing Supervisor / Admin officer
AWARD / AGREEMENT:	Girton Grammar School Bendigo Enterprise Agreement 2022 Educational Services (General Staff) Award 2020
REPORTS TO:	Academic and Support Services Manager
EMPLOYMENT TYPE:	Full-time Monday to Friday - Term weeks only (10 weeks leave without pay) Crossing Duty: 8:00 AM - 8:45 AM and 3:15 PM - 4:00 PM, Monday to Friday. Administrative Duties: Remaining hours within standard working hours.
SALARY:	Grade 1.1.1 Casual rate: \$34.43 per hour or Permanent contact: \$43,700pa (excluding superannuation)

PURPOSE OF POSITION

The Crossing Supervisor / Admin Officer is responsible for ensuring the safety of students and other pedestrians during school crossing times and performing a variety of administrative tasks to support the smooth operation of the school office. This dual role is vital in maintaining both the safety and the efficient functioning of the school environment.

This role requires the ability to work outdoors during crossing duties in various weather conditions and indoors for administrative tasks. The successful candidate must be adaptable and capable of switching between tasks that require both physical and mental focus.

Please ensure to review the following link from Schools Crossings Victoria as part of you induction:

<https://www.youtube.com/watch?v=Tu10qydj6Ts>

ABOUT GIRTON GRAMMAR SCHOOL

Girton Grammar School in Bendigo is a leading independent school that provides an enriching and supportive educational environment for approximately 1,100 students from Prep to Year 12.

With a Junior School campus and a separate Senior School campus, both centrally located in the centre of town, this renowned School sits at the heart of the Bendigo community.

The school is proud of its culture and reputation of optimism and commitment to students and staff, translating to personal growth and academic achievement that ensures Girton Grammar School is a leading independent school in Regional Victoria.

Our rich history and steadfast values have, over time, built a school culture where we value equally, people, character, and learning. The behaviour and attitude of our students and staff contribute to a learning environment where every child is known, and their individuality is respected.



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KEY OUTCOMES

The successful candidate will be responsible for achieving the following outcomes:

Crossing Supervisor Duties:

- **Student Safety:** Ensure the safe crossing of students and other pedestrians at designated school crossing on High Street during morning and afternoon peak times.
- **Traffic Management:** Manage and control vehicular traffic at the crossing, ensuring compliance with school crossing protocols.
- **Incident Reporting:** Report any incidents, accidents, or safety concerns via the school's incident reporting system.
- **Communication:** Maintain clear communication with students, parents, and other pedestrians to ensure a safe and orderly crossing environment.

Administrative Duties:

- **Compiling Reflections:** Collect, organise, and compile student reflections as required.
- **Mail Deliveries:** Handle internal and external mail deliveries, ensuring timely distribution to the appropriate departments or individuals.
- **Assisting with Absentees:** Support the administration in tracking and recording student absences, including contacting parents/guardians as necessary.
- **Data Entry:** Perform data entry tasks related to student records, attendance, and other school-related information.
- **Student Transport Data Entry:** Maintain and update student transport data, ensuring accurate and up-to-date records.
- **Assisting the Tech Department with Washing:** Provide support to the Tech department, including washing and other related tasks as required.

From time to time, the Crossing Supervisor will be required to undertake other duties, as directed by the Academic and Support Services Manager or Principal.

KEY CONTACTS AND RELATIONSHIPS

The Crossing Supervisor reports to the Academic and Support Services Manager and has a close working relationship with the following;

Internal:

Receptionist

Administration and Absentees Officer

Students from the Girton school community

Girton staff members that use the crossing

External:

Parents



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Members of the community using the crossing

KEY SKILLS AND ATTRIBUTES

- **Attention to Detail:** Ensure accuracy in data entry and administrative tasks.
- **Safety Awareness:** Strong understanding of and commitment to maintaining safety protocols, especially during crossing duties.
- **Communication Skills:** Clear and effective communication with students, staff, and the broader school community.
- **Time Management:** Ability to manage and prioritize tasks efficiently, particularly when balancing crossing duties with administrative responsibilities.
- **Reliability:** Punctual and dependable, with a strong sense of responsibility towards both student safety and administrative tasks.
- **Team Player:** Willingness to collaborate and assist other departments as needed.

QUALIFICATIONS AND EXPERIENCE

- Basic computer skills, including proficiency in Microsoft Office or equivalent.
- First Aid certification (preferred but not essential).
- Current Working with Children Check or willingness to obtain one

PERSONAL CHARACTERISTICS

- Open-minded and collaborative,
- Ability to operate at high levels of confidentiality,
- Optimistic and enthusiastic,
- Personal integrity, honesty and fairness,
- Creative and organised,
- Builds relationships and develops trust with students, staff and families,
- Remains calm, focussed and maintains perspective when dealing with difficult situations.

MISSION AND VALUES

All staff must have an understanding of and commitment to working within the School's stated values in striving towards the achievement of our mission. Further information regarding the expectations of staff can be found in the Mission and Values document on Girton Grammar School's website.

CHILD SAFETY

Girton Grammar School is committed to promoting child safety, children's well-being 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,



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- 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 report any Notifiable Incident or any identified health and safety matter via the appropriate channels.

COVID-19 SAFETY

Girton Grammar School is committed to the health and safety of its staff, students and broader school community, which includes preventing the spread of diseases such as COVID-19 on campus and amongst members of the school community. In accordance with our commitment to minimising the risk of COVID-19 transmission, all staff, are encouraged to be fully vaccinated against COVID-19.

ADDITIONAL INFORMATION.

Appointment of successful applicants will be made subject to satisfactory pre-employment checks.

A six-month probation employment period applies to all new staff members commencing employment at Girton Grammar School.

Employment conditions are in accordance with the Girton Grammar School Bendigo Enterprise Agreement, as varied from time to time.

Girton Grammar School reserves the right to modify position descriptions, as required. Where this is required, staff will be consulted.

REFERENCE DOCUMENTS

[Strategic Plan 2023 - 2028](#)

[Mission and Values document](#)

[Child Safety Policy](#)

APPROVAL

Developed	May 2023	Reviewed	August 2024
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