



POSITION DESCRIPTION

POSITION:	Assistant to Heads of Senior School
DEPARTMENT:	Administration Services
CAMPUS:	Corio
DATE PREPARED:	September 2023 (Reviewed October 2024)
REPORTS TO:	Administration Services Manager
DIRECT REPORTS:	Not Applicable
EMPLOYMENT STATUS:	6 month fixed term, full time, leave replacement position (adjusted as necessary for term breaks)

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 recently opened (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 Assistant to Heads of Senior School plays a critical role in the day-to-day operations of the Senior School at the Corio campus. This position performs the day-to-day administration and coordination support function for the Head of Senior School – Girls and Heads of Senior School – Boys. The position exists as a point of liaison with all staff, parents, students and the Geelong Grammar School community.

KEY RESPONSIBILITIES

The Assistant to Heads of Senior School is responsible for the following tasks:

1. Provide administrative support and personal assistance to the Heads of Senior School (SS), including managing and maintaining their calendars, prepare reports as required, collating confidential files, record keeping, using database systems, etc.
2. Screens enquiries from students, staff and parents as first point of contact for SS office including triaging and problem solving before directing to Heads of SS and communicating with parents regarding appointments.
3. Prepare and action correspondence from Head of SS Office including letters to parents, Hive news posts, SS Leaver's forms, new student subject selections, and other documents as required.
4. Producing REACH reports for SS including daily duty reports, daily attendance maintenance and quality assurance of student leave requests, weekly overview of late reports, sign in/out reports and shopping leave reports.
5. Daily moderation of HIVE News posts relevant to Senior School as well as producing news notices on behalf of Heads of Senior School and other School areas when necessary. Ongoing content management for SS Hive Page.
6. Coordinate logistical arrangements for Heads of SS and SS Heads of Houses for various internal and external events/programs, including, but not limited to:
 - i. Timbertop visits including booking accommodation, logistical requirements, arranging meals and scheduling meetings.
 - ii. Corio Connect, which requires booking accommodation, logistical requirements, organising meals, meetings etc.
 - iii. ABSA conferences and events for Heads of Senior School including registering for events and booking logistical requirements.
 - iv. SS Founders Day Dinner, including invitations to House staff, special guests, collecting RSVPs, allocate seating, liaising with catering team to create menu, liaising with Facilities for setup and arranging Order of Service via Community Engagement.
 - v. Coordinate Exchange Programme between Wrekin and Bishop Colleges. Assistance is required with the advertising, interviews, liaising with parents and Schools.
 - vi. Coordinate nominations for the Long Tan Award and Deakin Young Influencer Award which involves receiving nominations to receiving award to be distributed.
 - vii. Organise Termly Food committee meetings for students.
 - viii. Assist Heads of Houses with House Dinners, Family Day, and Valedictory Dinners. This can include producing nametags/table cards for each House, assisting with invitations, table settings, etc.
7. Updating Synergetic information for SS staff pastoral details, pastoral awards, house/school prefects and house colours.
8. Produce Agendas and take meeting minutes for various SS meetings, distribute to email groups, and follow up action items.
9. Organise leave cover for SS House Assistants at short notice.
10. Manage House Allocations for SS for the following year. This involves database entries, emails, parent enquiries, producing reports and updating the Portal for Senior School Packages for new students entering GGS.
11. Produce Rosters for Chapel and Dining Hall (which affects meals, slush, breakfast, and lunch entry).
12. Reconciling of monthly credit card statements including providing receipts and GL codes to Finance.
13. Issuing after hours security cards and monitoring the collection and return.
14. Provide back up to other positions within the Administration Services Team as required.
15. Other duties commensurate with the position.

ORGANISATIONAL RELATIONSHIPS:

Internal Liaisons

Heads of Senior School
Administration Services team
Teaching staff – all campus'
Operational staff – all campus'
Students

External liaisons

Parents and Guardians
Visitors to Corio campus
Suppliers and Contractors

KEY SELECTION CRITERIA:

- Confidentiality and excellent relationship management and people skills, with a proven ability to interact with people at all levels.
- Well-developed oral communications skills and sound written communication skills, including previous experience in developing reports, taking minutes, and generating correspondence.
- Excellent organisational, administrative and time management skills.
- Well-developed ICT skills and previous experience with database systems.
- An ability to assist in the coordination of activities, events and projects and to work independently and show initiative and judgement when required.
- Ability to work within a team environment and still manage the demands of a variety of different constituents and clients.

QUALIFICATIONS AND EXPERIENCE:

- Previous experience within an administrative or personal assistant role.

Desirable

- Relevant post-secondary qualifications (administration, secretarial or business administration etc.).
- Understanding of an educational environment.

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 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 AND OUT OF HOURS EXPECTATIONS

A current driver licence is essential to the role.

The incumbent will likely to be required to work public holidays which fall within Term time, where the School is operational.

One night per week the incumbent may be required to work additional hours to take meeting minutes.

Attendance at events, such as family day, is encouraged.