



POSITION DESCRIPTION

POSITION:	Administration and Project Coordinator Academic Office
DEPARTMENT:	Administration Services & Academic Office
CAMPUS:	Corio
DATE PREPARED:	November 2024
REPORTS TO:	Administration Services Manager & Head of Teaching and Learning
DIRECT REPORTS:	Not Applicable
EMPLOYMENT STATUS:	Full-time (44 working weeks) - Ongoing

WORKING ENVIRONMENT

Geelong Grammar School is one of the world's leading coeducational boarding and day schools offering exceptional education to all 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 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 Administration and Project Coordinator working within the Academic Office is a position that plays a critical role in the day-to-day operations, large scale organization of events and coordination of subject and assessment logistics of the Academic Office at the Corio campus. This position exists as a first point of liaison for teaching staff, students, parents, and the wider School community. This position provides direct administrative support and project coordination of the portfolios of the staff within this department.

KEY RESPONSIBILITIES

The Administration Officer | Academic Office is responsible for the following tasks:

1. Provide administrative support and assistance to the staff in the Academic office
2. Act as the first point of contact for teaching staff, students, parents, and the wider School community regarding Academic Office operations
3. As directed by Line manager, facilitate timetable changes, reporting, updating student details and/or current parent details on the school system, as well as offering general GGS operational information, VCE/IB information, subject availability, book lists, etc.
4. As directed by Line Manager, coordinate subject selection to ensure students needs and choices are met within the confines of the schools operational guidelines
5. Facilitate and organise appropriate or requested subject changes, collaborating with Head Teachers, updating schedules on the schools various database and timetabling systems
6. Provide administrative support for the delivery of the Academic Accountability Framework including generation reports, email distribution and spreadsheet maintenance.
7. Database entry in the various School's software programs including Synergetic, and external software programs (such as VASS, IBIS, Student Options)
8. Managing correspondence including communication with internal and external stakeholders and directing requests through Fresh Service dashboard (hard to encapsulate the variety this covers)
9. Updating content on HIVE for the Academic Office
10. Planning, tracking and updating the Academic calendar, including uploading key milestones to the School calendar for the relevant stakeholders
11. Enter student data for all excursions/incursions in Synergetic
12. Data entry of all professional learning applications, including IB Workshops
13. Update attendance records to make sure all attendance records are accurate
14. Organise and direct special provisions/arrangements during the internal/external examination periods in consultation with appropriate stakeholders
15. Front of house management including triaging phone calls, visitors, staff requests, and student issues while maintaining a professional image of the Academic Office
16. Facilitate setting up internal/external examinations including managing clashes/ rescheduled exams and assisting Special Provisions)
17. Liaise with student enquiries to provide current academic transcripts and university application support
18. Contribute to the wider Administration Services team with any general administration requirements as needed
19. Liaise with the book list distributor (Campion) to manage all GGS Corio Campus book lists for

Senior and Middle School, providing ongoing support for parents accessing and navigating
Campion.

20. Manage the awards lists, production, prizes, etc, and assist with assemblies, graduations and other student academic function

ORGANISATIONAL RELATIONSHIPS

Internal Liaisons

Head of Teaching and Learning, VCE Coordinator, IB Coordinator, Head of Inclusive Learning, Head of of Teaching Operations and Logistics
Administration Services Team
Teaching Staff
Operationa
I Staff
Students

External liaisons

Parents/Gua
rdians Past
Students
External
Contractors

KEY SELECTION CRITERIA

Competencies and Skills

- Excellent interpersonal and communication skills (both oral and written) and proven ability to liaise with people at all levels both within and outside the School.
- Previous experience within an administrative, secretarial, or personal assistant role within a busy customer focused organisation.
- High proficiency in Microsoft Office 365 and ability to learn and engage with new database/web- based systems.
- A proven capacity to work effectively within a team environment autonomously.
- Demonstrated levels of adaptability and problem solving within a fast-paced environment.
- A capacity to maintain strict confidentiality.
- Ability to prioritise effectively.
- Alignment to the GGS Strategic Framework, including our Character and Strategic Imperatives.
- Strong customer service orientation.

Qualifications and Experience

- Certificate III Business or equivalent experience within an administrative/data entry role.
- Current and valid drivers' licence is essential to the role.

Desirable

- Experience using Synergetic, VASS, IBIS
- Understanding of an educational environment.
- Experience in project management or planning

OTHER REQUIREMENTS AND OUT OF HOURS EXPECTATIONS

- The incumbent may be required to travel to other campuses, and stay overnight (or longer) at our Timbertop Campus/in Mansfield.
- Attendance at School and House events outside of usual work hours may be required (for example Staff Conference dinner).
- Work on public holidays within Term time may be required on occasion, particularly when the School remains operational.

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.