



**Position title:** Administration Assistant  
**Reporting to:** Director of P&C  
**Hire Type:** Term Time Only, Parental Leave Contract Role  
**Part-time hours (3 days a week or equivalent across 4 days)**  
**Prepared:** October 2024

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## Overview

Mentone Grammar is a K-12 co-educational School. The School is an open-entry school, drawing student from local Bayside and surrounding suburbs. The School became co-educational in 2006 and adopted a unique Together-Apart-Together model of education, which has resulted in continual growth. The School has a strong philosophy of ensuring that students are happy, healthy, and high achieving.

## Values

**Respect** – We value other people and their thoughts and feelings. We listen to them, are truthful towards them and accept them as individuals.

**Caring** – We look after ourselves, our friends and our families. We support and encourage each other. We can care for everyone in some way.

**Resilience** – Whatever bad times we go through we can bounce back again. We can seek help to “let go” of what is stopping us from being “ourselves”.

**Service** – We work voluntarily to help others without expecting anything in return.

**Discipline** – We form good habits to help us achieve high standards. We have high standards of social behaviour, dress, time management and work ethic.

**Endeavour** – We strive to do well even if it’s hard work. We have the courage to stand up for what we believe in.

**Integrity** – We know what is right and wrong and act accordingly. People can rely on us to do what is right.

## Primary Purpose of the Role

The Administration Assistant offers administrative support to the Director of P&C and the broader P&C team. This crucial role ensures essential administrative tasks are handled, enabling the team to concentrate on their primary responsibilities.



### Main Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

- Support the Director of P&C with:
  - Coordinating meetings
  - Assistance with the preparation of P&C reporting, letters, email communications, memos and other documents as required
  - Creation of purchase orders, processing invoices and expense reimbursement claims
  - Provide administrative support on related projects, initiatives, and planning activities. Including tracking and following up action items to ensure projects stay on track
  - Ad hoc research on projects, initiatives, legislation etc. when required
  - Document meetings as requested and action/follow up items arising
- General P&C administration support:
  - Administer the Recognition of Service and leavers gift process
  - In collaboration with the P&C Administrator coordinate the Employee Choice Casual conversion process and administer conversion requests when required
  - Assist in maintaining up-to-date employee files
  - Responding to queries in the peopleandculture inbox including categorisation of emails, assigning to persons responsible and ensuring correspondence is actioned in a timely manner.
  - Assist and support with organisation of Focus Groups, Wellbeing activities, Professional Learning activities, Information Evenings, Networking events etc. (e.g. room bookings, catering etc) as directed by the Director of P&C
  - Use established excel spreadsheets for managing data and information
  - Liaising with providers to order staff name badges and printing staff security passes
- Onboarding and Induction: Support with the coordination and administration of the Onboarding and Induction programs:
  - Ensuring new starter data is entered into relevant systems in a timely and accurate manner
  - Creating New Starter Profiles to notify relevant departments (IT, Facilities, Payroll etc.) to ensure new starters are first day ready
  - Preparing new staff welcome packs
  - Support with induction day logistics, room bookings, catering, invites etc.
  - Following up outstanding new staff information and completion (Right to work, National Crime Checks, VIT, WwC Checks, Qualifications etc.)
- Recruitment Administration support during peak recruitment periods:
  - Posting job advertisements on relevant recruitment platforms
  - Update position descriptions and post to the Employment page
  - Coordinating interviews
  - Prepare interview guides and packs
  - Administer and generate other P&C documentation e.g. employment contracts, variation letters, work pattern changes
  - Responding to queries in the Employment inbox including categorisation of emails, assigning to persons responsible and ensuring correspondence is actioned in a timely manner

### Other Duties

- Perform various other duties as requested by your manager and / or the School



### Key Relationships

|                                    |                            |
|------------------------------------|----------------------------|
| Director of P&C and P&C Team       | Payroll, IT, Facilities    |
| VCCI, Independent Schools Victoria | Staff                      |
| Aurion                             | Teacher Development Mentor |

### Experience, Knowledge & Skills

- Minimum 2 years of administration experience, preferably in a School/Education environment, with proven experience providing high-level administrative support to a senior manager and wider team.
- Proven experience in minute taking, document creation and filing, diary management and record keeping
- Previous experience using Micros
- High level competency with Office 365 (Word, Outlook, Excel, Teams etc.)
- Ability to exercise confidentiality, maintain privacy and act with sensitivity and discretion in relation to employee and P&C information at all times
- Ability to be proactive and use your initiative
- Excellent organisational and administrative skills to complete tasks quickly and accurately
- Strong digital literacy skills – the ability to navigate information in spreadsheets, word documents and electronic filing systems and update
- Polished communication skills with a high attention to detail
- Good sense of humour and a team player who is willing to contribute to the broader life of the school

### Qualifications

#### Required

- Relevant qualification in HR or related discipline (or currently studying towards)
- Employee Working with Children Check
- National Crime Check

### Competencies, Behaviours & Attributes

- Possess a positive outlook, exceptional interpersonal skills and high emotional intelligence with demonstrated ability to build authentic, collaborative and productive relationships
- Accountable for their work and their actions and have a high concern for the quality of their own work, reflected in a sense of urgency and a high attention to accuracy and detail
- Effective conflict resolution and negotiation skills
- Ability to take initiative within prescribed limits
- Ability to deal with people with tact and diplomacy
- Ability to establish and maintain positive working relationships both internally and externally
- Ability to perform under pressure
- Ensure adherence to all School policies, procedures and the organisational goals, values and principles
- Ensure the appropriate care and use of School assets and equipment at all times
- Positively and actively demonstrate the School's workplace values



## **Mentone Grammar Policies: Risk Management, Occupational Health and Safety and Child Safety**

Staff are expected to:

- Adhere to and implement all working practices and procedures in accordance with Mentone Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take full care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.

## **Child Safe Standards**

**Mentone Grammar has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse.**

- Mentone Grammar (the School) is committed to protecting its students from all aspects of harm, and has established strategies, practices, policies, and procedures to uphold this public commitment.
- The School takes a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse and reportable conduct). The School regards its student safety responsibilities with the utmost importance and strives to deliver an educational curriculum that promotes the School's ethos, vision, and values of Caring, Respect, Integrity, Endeavour, Service, Discipline and Resilience.
- All members of our Community must comply with Mentone Grammar's Student Safety and Protection Policy and Procedures and its associated policies. The policies were developed in accordance with Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and Boarding Premises.

Mentone Grammar Policies can be found at: [www.mentonegrammar.net/policies](http://www.mentonegrammar.net/policies)

## **Disclaimer**

The Principal reserves the right to modify the recruitment process based on the needs of Mentone Grammar. The purpose of this description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Mentone Grammar School reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.