



Position title: Learning Enhancement and Enrichment Administrative Assistant
Reporting to: Head of Learning Enhancement, Head of Learning Enrichment
Hire Type: Permanent Part Time, 0.8
Prepared: March 2026

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

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

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.

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”.

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

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

Primary Purpose of the Role

Reporting to the Head of Learning Enhancement and Head of Learning Enrichment, the Learning Enhancement/Enrichment Administrative Assistant will complete administrative duties to support the Learning Enhancement and Learning Enrichment Department staff and their day-to-day functions.

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.

- **Scheduling and Meeting Administration**
 - Manage and maintain the annual calendar of events, deadlines, and key activities for the Learning Enhancement and Learning Enrichment Departments.



- Schedule appointments, parent meetings, and departmental events, ensuring effective coordination and avoidance of scheduling conflicts.
- Prepare and distribute meeting agendas and meeting minutes.
- Coordinate meeting logistics, including room bookings, equipment setup, and communication of meeting details.
- Send meeting reminders, confirmations, and follow-up documentation as required.
- Create and maintain Learning Support Officer (LSO) timetables using Excel, ensuring accuracy and alignment with student and staff needs.
- **Communication and Correspondence**
 - Manage incoming and outgoing communications, including emails and phone calls, in a professional and confidential manner.
 - Develop, maintain, and use standard correspondence templates to ensure consistency and efficiency.
 - Distribute, track, and follow up parent consent forms and confirmation documentation.
 - Act as a key point of contact for parents, staff, and external providers in relation to Learning Enhancement and Learning Enrichment matters.
- **Student Records and Data Management**
 - Maintain accurate, up-to-date digital records and databases for students with individual learning needs, in line with school policies and privacy requirements.
 - Ensure correct file naming conventions and digital folder structures are consistently applied.
 - Support the preparation of reports, presentations, and documentation for internal and external use.
 - Maintain data integrity to support compliance, reporting, and decision-making.
- **Funding and Compliance Support**
 - Support Nationally Consistent Collection of Data (NCCD) processes by tracking evidence requirements for individual students.
 - Maintain accurate records of services funded through State and other funding sources.
 - Process invoices, monitor expenditure, and assist with payment workflows in accordance with school financial procedures.
 - Liaise with external providers, including therapists and tutors, as well as parents and staff, regarding service delivery and funding arrangements.
- **Reasonable Adjustments and Assessment Support**
 - Assist with the coordination of reasonable adjustments for assessments and examinations, including:
 - Collating student details and required documentation
 - Managing consent forms and medical information
 - Communicating with relevant staff to ensure appropriate implementation
 - Liaise with the Daily Organiser, Maintenance, and other departments to coordinate room allocation, staffing, and resources.
 - Maintain accurate records relating to reasonable adjustments and assessment accommodations.
 - Communicate effectively with internal and external stakeholders to support inclusive practices.
- **Learning Enrichment Competition Administration**
 - Maintain a register of Learning Enrichment competitions, including key dates, deadlines, and participation requirements.
 - Coordinate student registrations and submissions for competitions.
 - Communicate competition information and due dates to teachers, students, and parents in a timely manner.
 - Ensure accurate record-keeping and follow-up related to competition participation.



- **Resource and Budget Administration**
 - Order and manage office supplies and teaching resources for both departments.
 - Assist with budget administration, including raising purchase orders and processing invoices.
 - Monitor resource availability and condition to ensure staff have access to required materials.
- **Occupational Health & Safety Responsibilities**
 - Cooperating with others in relation to actions taken by the School to comply with Occupational Health and Safety legislation
 - Reporting hazards and incidents
 - Participating in relevant training and induction sessions
 - Taking reasonable care for your own and your colleagues' health and safety
- **Professional Development**
 - Attend suitable professional development as relevant to the role.

Other Duties

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

Key Relationships

Head of Learning Enhancement	Head of Learning Enrichment
Learning Enhancement Staff	Learning Enrichment staff

Experience, Knowledge & Skills

- Previous experience in a similar role within Education is advantageous
- Proven advanced administration skills including database management is preferred
- Proficiency in Microsoft 365: Advanced skills in Word, Bookings, Forms, PowerPoint, SharePoint and Excel, including the ability to create and manage complex documents and spreadsheets.
- Strong Planning Skills: Ability to organise and prioritise tasks effectively to support school operations.
- Excellent Organisation: Keeping track of multiple tasks and deadlines with precision.
- Effective Communication: Strong written and verbal communication skills to interact with staff, students, and parents.
- Empathy: Understanding and addressing the needs of students, parents, and colleagues with compassion.
- Initiative and Resourcefulness: Proactively identifying and solving problems and finding efficient ways to complete tasks in a timely manner.
- Positive Attitude: A 'can do' approach to challenges and a willingness to go the extra mile.
- Sense of Humour: Bringing a light-hearted and positive energy to the workplace.
- Adaptability: Ability to quickly learn and adapt to new software, technologies, procedures, and changes. Flexible in a dynamic school environment, effectively responding to evolving educational needs and varying student requirements.
- Attention to Detail: Ensuring accuracy in all administrative tasks and data management.
- Customer Service Orientation: Providing excellent support and service to the school community.
- Maintains confidentiality: Demonstrates the ability to handle sensitive information discreetly and responsibly, ensuring the privacy of students, staff, and school operations.



- Continuous Learning: Staying updated with the latest administrative practices and educational technologies.

Qualifications

Required

- Relevant tertiary qualifications in Administration is preferred
- A current Employee Working with Children Check (WWCC)
- National Crime Check
- A level 2 or higher First-Aid Qualification is desirable

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

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.