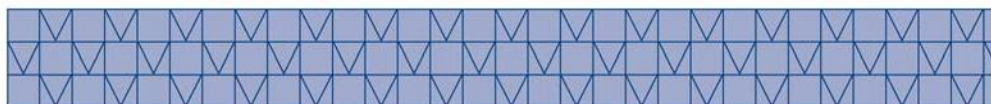




MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL



Job Description

Position

Preparation Assistant

Responsible to

The Director of Outdoor Education and Outdoor Education Programmes Manager

Accountable to

Director of Finance & Administration

Purpose of the Role

The Preparation Assistant assists the Outdoor Education staff in organising supplies and equipment for individual camp programmes.

Key Responsibilities

Preparation Support

- Assists in general preparation for and packing down from the programme, under supervision.

MGS Policies: Risk Management, Health and Safety and Child Safety

- Adhere to and implement all working practices and procedures in accordance with Melbourne 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.

Knowledge, Skills & Qualifications

- Ability to follow directives in an efficient and timely manner
- Friendly approach to working as part of a team
- Understanding of the importance of safety in the workplace
- Must hold, or be willing to obtain, a current Working with Children Check.

The purpose of this job 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. Melbourne 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.