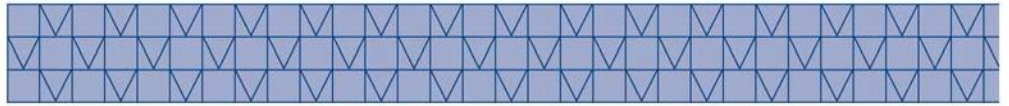




MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL



Job Description

Position

Setup Support

Responsible to

The Director of Outdoor Education

Accountable to

Director of Finance & Administration

Purpose of the Role

The Setup Support staff assist the Outdoor Education staff in preparing supplies and equipment for individual camp programmes.

Key Responsibilities

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.

Setup Support

- Contribute to the preparation requirements prior to a programme, under direction from appropriate staff
- Contribute to the packing-up requirements at the conclusion of a programme, under direction from appropriate staff
- Gain an understanding of the programme outline and logistics involved
- Gain an understanding of the equipment requirements for different activities of specific programmes.

When acting in the capacity of:

Preparation Support

- Assist in generic preparation for and packing down from the programme, under supervision.

Knowledge, Skills & Qualifications

- Minimum Level 2 First Aid
- Remote Area First Aid or Leaders Wilderness First Aid considered an advantage
- Proven competency in the outdoors
- Experience in working with students in outdoor environments
- Commitment to understanding and supporting the School's aims and philosophies, policies and procedures
- Knowledge and understanding of communication, emergency protocols, evacuation procedures, risk management and minimal impact code/leave no trace
- Ability to apply effective group management skills and facilitate a positive experience for students
- 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.