



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Job Description

Position

Admissions Assistant (part-time)

Reporting to

Head of Admissions

Context of the Role

Founded in 1858, Melbourne Grammar School educates some 1,900 students from Prep to Year 12. It aims to develop fully within its students the 'whole person': intellectually, physically, emotionally, psychologically, socially and spiritually.

The School is organised into three campuses to meet the needs of different age groups. Our Junior School, Grimwade House (Prep to Year 6) is located in Caulfield and is coeducational with 650 girls and boys. The Middle School, Wadhurst (Years 7 and 8), and Senior School (Years 9 to 12) are in South Yarra and cater for 1,150 boys - day students and boarders.

The Community Relations Office is the School's base for the Melbourne Grammar School community and its many activities and groups. Led by the Director of Community Relations, it encompasses Admissions, Development (Philanthropy), Alumni and Community Relations, Marketing and Communications, and Archives, and it is the external community's main entry point to the School. The Community Relations Office is a warm and supportive team who value collaborative communication to support our staff to feel confident to do their best work and encouraged to develop their skills and experience.

This role is an excellent opportunity for an individual who wants to build on their business administrator or admissions career in the professional or education sector. Our School is also known for:

- Collegiality, inclusivity and respect
- Providing staff with the information, tools and spaces they need to do their best work
- Encouraging staff to continually grow their careers

This role is a contracted part-time position (0.5), working 19 hours across 3 days per week at our South Yarra campus, specific hours are by negotiation. The work is inclusive of the school term holidays.

Purpose of the Role

Situated within the Community Relations Office, the Admissions Assistant provides essential administrative support to the Admissions Office. This role requires a dynamic and organised individual who can confidently manage tasks within established processes, ensuring accuracy and efficiency. The Admissions Assistant works collaboratively with colleagues, offering practical support to help the team meet deadlines and maintain smooth operations.

Key Internal Contacts

Head of Admissions	Director of Community Relations
Community Relations Office staff	

Key Responsibilities

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

- Provide day-to-day administrative support to the Admissions Office, including data entry, online document management, and administrative assistance with event preparation.
- Complete allocated tasks promptly and accurately, following established procedures.
- Support project-based work to ensure timely completion and adherence to admissions processes.
- Proactively assist the Admissions Office team to achieve its objectives, including offering practical support during peak periods and contributing to smooth workflow.
- Maintain accurate records and ensure data integrity across systems.
- Other duties, as appropriate to the position and assigned by Head of Admissions and key members of staff.

Key Selection Criteria

Required

- Strong administrative skills and attention to detail.
- Previous experience in office or business administration, or similar based role.
- Ability to work collaboratively as a part of a team.
- High level of organisation and time management skills.



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- Project and time management skills with an ability to multitask, prioritise workloads, and use initiative independently.
- Demonstrate ability to maintain confidentiality and use discretion
- Competency and prior experience in the use of Microsoft Excel, Outlook, the Adobe suite, and Word.
- Commitment to, and understanding of, the values and ethos of Melbourne Grammar School
- Must hold, or be willing to obtain, a current Employee Working with Children Clearance

Desirable

- Prior experience with the School's data base, Synergetic, would be beneficial, but not a requirement.
- Knowledge of the independent school or higher education setting, with preference for a candidate with previous work in the school or university admissions sector.

Commitment to Child Safety

Melbourne Grammar School is committed to promoting and protecting the safety and wellbeing of all children and students within the School Environment. The School has no tolerance for child abuse and harm to children and students and takes proactive steps to identify and manage the risks of harm to students.

Particular attention is given to the child safety needs of Aboriginal and Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with a disability, those unable to live at home, international students, and children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+).

Melbourne Grammar adheres to robust human resources practices, in the recruitment, selection and screening of candidates, to ensure that individuals working with children are suitable. The school aims to identify and recruit the best and most suitable candidates who share the School's values and commitment to protect children and students.

All staff are responsible for understanding and applying Melbourne Grammar Schools Child Safety policies and procedures, upholding the overarching principles and values set out by the School and take all reasonable steps to promote and protect the safety of children and students.

All teaching staff are required to have a valid Victorian Institute of Teaching registration, or where appropriate, permission of the Institute to teach.

Risk Management, Occupational Health and Safety

Melbourne Grammar School is committed to providing a safe work and learning environment that supports the health, safety and wellbeing of students, staff, contractors, volunteers and our community.

Staff have a responsibility to:

- Familiarise and adhere to the Schools practices and procedures in accordance with Melbourne Grammar's OH&S Policy and Risk Management procedures
- Co-operate with the School's efforts to comply with its legal obligations under Victorian OH&S legislation.
- Perform duties in a safe manner without risk to health and safety, adhering to the Schools system for reporting OH&S incidents and hazards
- Take reasonable care for the health and safety of self and others, including those under your supervision.

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 depending on the operational needs and requirements of the School.