

POSITION DESCRIPTION

POSITION: Assistant to the Head of Senior School
Reports to: Head of Senior School

Overview

Mentone Girls' Grammar School has been educating and empowering young women since 1899, guided by our motto *Vero Nihil Verius* – Nothing Truer Than Truth. We believe every student flourishes when they are known, seen and heard, and our holistic approach develops confident, compassionate and capable young women who are well prepared to shape their futures.

The Assistant to the Head of Senior School plays a pivotal role in the effective day-to-day operation of the Senior School. Reporting directly to the Head of Senior School, this role provides high-level administrative and executive support, ensuring the smooth coordination of schedules, priorities, communications and documentation. The Assistant also supports the Heads of Year with administrative tasks and serves as a key “front of house” presence for the Student Services Office.

This role requires initiative, sound judgement and a high level of professionalism. Working with a degree of autonomy, the Assistant liaises closely with senior leaders and a range of stakeholders, handling sensitive information with discretion, confidentiality and care to support the best outcomes for students and the wider school community.

Responsibilities and Duties

This position description outlines the key responsibilities of the role and is not intended to be exhaustive. The Assistant may be required to undertake other reasonable duties as directed by management.

Administration Assistance

- Proactively ensure the Head of Senior School is well prepared, informed and supported, including researching matters and managing timely responses to correspondence and calls
- Manage the Head of Senior School's electronic calendar, appointments and commitments
- Draft and prepare correspondence, reports, presentations and other documents on behalf of the Head of Senior School
- Support the implementation of whole-school strategic priorities
- Maintain accurate records of correspondence, commitments and actions, following up outstanding matters as required
- Coordinate and manage incoming and outgoing communications, exercising sound judgement and discretion in responses
- Maintain an overview of key matters affecting the Senior School to ensure smooth information flow
- Manage filing, record keeping and document disposal in accordance with school guidelines
- Prepare meeting agendas, attend meetings and record minutes, including uploading documentation to mConnect or Teams
- Assist with event coordination, meetings, functions and conferences within the Senior School



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- Provide administrative support to Heads of Year as directed
- Liaise with caterers, service providers and external stakeholders as required
- Coordinate travel and accommodation arrangements when needed
- Undertake warden responsibilities in line with Emergency Procedures

Student Related Activities

- Manage Student Reception and provide a warm, customer-focused service to the school community
- Coordinate and follow up student absentee communications with parents, Heads of Year and the Head of Senior School
- Maintain student awards and achievements records in Synergetic
- Coordinate student and staff photographs, including scheduling and communications
- Prepare assembly running sheets and manage the organisation and delivery of assemblies
- Support the Head of School Operations with Senior School events and services, including liaison with St Augustine's Church and the local vicar
- Manage School Colours processes, including data collection, correspondence and liaison with the uniform provider and embroidery services

School Main Reception (as required)

- Provide daily lunch relief and additional cover for the School Receptionist as required
- Act as the first point of contact for parents, students, staff, visitors and vendors, managing enquiries in a professional, friendly and confidential manner
- Welcome and assist visitors, issue visitor passes and direct them in accordance with school security procedures
- Respond to emergency calls and promptly notify appropriate personnel to address safety or security concerns
- Support the diverse needs of students presenting to Reception
- Maintain a professional and welcoming presentation of the Reception and front office areas

General Administration

- Provide internal staff with professional administrative support including taking accurate and properly detailed messages, word processing duties, attending to routine correspondence and when required prepare written reports
- Provide backup support for other office staff as appropriate
- Support teaching staff in clerical, administrative and organisational matters – when Teacher's assistants not available
- Assist personnel with the mailing and distribution of various documents and communication
- Perform other clerical tasks as assigned including word processing and creating databases
- Performs other duties and responsibilities as assigned.

Publications

- Maintain and update a variety of publications for School events including:
 - Presentation Night
 - Valedictory
 - Rose Assembly
 - Chapel Service programs
 - Induction Assemblies
 - Founders Day



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Other Duties

- Work collaboratively with the Principal's Executive Assistant and Corporate Services team to support smooth school operations.
- Prepare agendas, papers and distribute minutes for relevant committees.
- Attend and contribute to staff, team and briefing meetings as required.
- Act as an effective liaison between the Head of Senior School's Office and the wider school community.
- Provide initial First Aid triage and refer to the School Nurse as required.
- Provide administrative support to Marketing and Admissions as needed.
- Work flexibly and collaboratively in support of the School's Mission.
- Undertake other duties as directed by the Head of Senior School or Principal, within the scope of the role.

Essential Criteria

- Minimum five years' experience as a PA or senior administrative professional, preferably within a school or comparable environment
- Proven ability to proactively support senior leaders, anticipate needs and manage daily operations with minimal supervision
- Demonstrated administrative and office management expertise, including project and program support
- High level proficiency in Microsoft Office and confident use of office systems and equipment
- Experience in an educational setting and/or with Synergetic or similar school management systems (desirable)
- Current Working with Children Check (Employee) and willingness to undertake mandatory training (First Aid, CPR, Anaphylaxis and Asthma)

Skills and Personal Attributes

- Highly organised, reliable and adaptable, with strong priority management and flexibility to meet changing demands
Excellent attention to detail, sound judgement and ability to meet deadlines
- Strong written and verbal communication skills, including report preparation
- Relational, emotionally intelligent and professional, with a calm and empathetic approach
- Effective team contributor who can also work independently with initiative
- Demonstrated commitment to confidentiality, integrity and respectful engagement with diverse stakeholders

Child Safe

Mentone Girls' Grammar School is committed to and promotes the safety, wellbeing, inclusion and participation of all children, including Aboriginal children, children with a disability and children from culturally and/or linguistically diverse backgrounds. This pledge is embedded in our policies and procedures which ensure a commitment to zero tolerance of child abuse.

To create and maintain a Child Safe school, Mentone Girls' Grammar applies Child Safe Standards which include but are not limited to:

- Strategies that embed a School culture of child safety, including through effective leadership arrangements
- A child safe policy which states a commitment to child safety
- A code of conduct that establishes clear expectations for appropriate behaviour with children
- Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel
- Processes for responding to and reporting suspected child abuse
- Strategies to identify and reduce or remove risks of child abuse
- Strategies to promote the participation and empowerment of children.

You will be required to adhere to all school policies and procedures which outlines our commitment to providing a Child Safe environment. This includes a rigorous background check to verify your identity, suitability and qualifications related to your role at the School.

Risk Management and Work, Health and Safety

All staff are expected to take responsibility for maintaining a safe working environment and adhering to relevant safety protocols. This includes:

- Proactively identifying, reporting, and managing risks
- Complying with all relevant legislation, regulations, and codes of practice
- Performing duties in a manner that safeguards the health and safety of self and others
- Supporting and cooperating with workplace health and safety initiatives
- Following all School policies and procedures related to health, safety and risk management
- Participating in WHS training and activities as required
- Using personal protective equipment, safety devices, and training resources appropriately
- Maintaining positive and respectful working relationships with colleagues, in line with the School's expectations
- Immediately reporting any health and safety concerns or incidents to the relevant manager

Employment Conditions

Nominal Hours of Work	<p>8:00am- 4:06pm (Monday to Friday)</p> <p>This role will require flexibility when needed, to cover leave (e.g. sick leave) for other School Receptionists</p> <p>Hours are flexible as there is regular contact with the public and attendance at some evening functions is required.</p>
Award Classification	<p>Level 4, School Administration Services</p> <p><i>Conditions of employment as per Educational Services (School) General Staff Award 2020</i></p>
FTE	<p>FTE 1.00 (ongoing)</p> <p>This position is a full-time, ongoing appointment with 5 weeks of annual leave per year - <i>this includes a 2-week mandatory shutdown over the Christmas and New Year period. The balance of 3-weeks' leave is to be taken during term breaks, unless otherwise negotiated with the Head of Senior School.</i></p>
Physical Capabilities	<p>Able to work for extended periods in a seated position, view a computer screen for extend periods without visual distress, standing, walking, talking, listening, steps/stairs, carrying.</p>
Date Prepared:	<p>January 2026</p>