



Rockhampton Girls Grammar School

Est 1892

ROLE DESCRIPTION

BOARDING ADMINISTRATION ASSISTANT

Rockhampton Girls Grammar School is one of the original eight Grammar Schools of Queensland. Opening in 1892, Girls Grammar has served and supported the education of girls and young women for over 130 years.

Rockhampton Girls Grammar School is a learning community founded on a commitment to 'Learning for Life'. Each member of our School family contributes to sustaining an environment in which individuals actively engage in their learning; where School values are embraced; where mutual and self-respect is paramount; where community and global citizenship is fostered and where excellence in every endeavour is sought and celebrated.

OUR VISION

Rockhampton Girls Grammar School prides itself on being an outstanding school in Regional Queensland that works in active partnership with students, staff, families and community so that girls:

- are inspired, challenged and supported to be strong in mind, body and voice;
- have the self-belief to pursue excellence in all endeavours;
- develop a lifelong aspiration for learning- 'Non Scholae, Sed Vitae'; and
- embrace the School's values and ethical principles to live as empowered individuals who confidently approach an ever-changing world with intellectual curiosity.

OUR MISSION

At Rockhampton Girls Grammar School, we strive to be an independent day and boarding school of choice in Regional Queensland where girls build an enduring sense of connection, are nurtured to be their best and develop the skills, self-belief and resilience to confidently embrace their futures.

OUR VALUES

Staff and students are expected to display the following behaviours that are at the core of our School:

- Courage and integrity
- Respect
- Pursuit of excellence
- Innovation and tradition
- Connection and inclusivity
- Intellectual curiosity

OUR MOTTO

Clever, Confident and Connected.

THE ROLE

Position Title: Boarding Administration Assistant

Commencement: 26 September 2024

Employment Period: 22 June 2025

Employment Type: Permanent Part Time – Term Time Only – Fixed Term Contract

75 hours per fortnight

8.30am – 4.30pm Monday to Friday

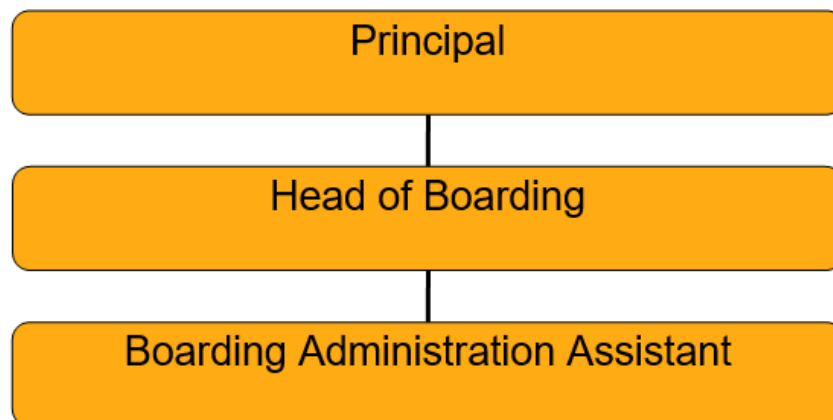
Some school holidays are required for Professional Development

Reports to: Head of Boarding

Classification: Non-Teaching Staff Level 3.1 – Level 4.1 (dependant on qualifications)

Date Prepared: 11 July 2024

ROLE ACCOUNTABILITY



POSITION OBJECTIVE

The Boarding Coordinator employed at the Girls Grammar School Rockhampton plays an important role in organising the daily running of the Boarding Office in cohesion with the Head of Boarding. The Boarding Administration Assistant is expected to ensure all communication through the Boarding Office is directed to the right staff members and that information is given to parents and families in a timely manner. The Boarding Administration Assistant must ensure that daily transport is organised for all known travel requirements including buses, drivers, taxis, planes and trains. The Boarding Administration Assistant will liaise with school nurse and parents for all medical bookings including doctors, orthodontists and counsellor appointments etc. This information must be clearly presented to all staff in writing each weekday. The Boarding Administration Assistant is responsible for all end of term and start of term travel requests which includes Abstudy requests and updating SafeTravel Plans.

The Boarding Administration Officer is to work closely with The Head of Boarding on a daily basis and ensure all issues are reported. This role is important to the success of the Boarding Team and the individual in this role must ensure that all actions support the Boarding Staff and students. The Boarding Administration Assistant will provide administrative support in an efficient and courteous manner that promotes a professional image of Girls Grammar.

KEY CHARACTERISTICS

MAJOR FUNCTIONS

- Maintain Boarding procedures.
- Consistently update Boarding Handbook as directed by Head of Boarding or Principal.
- Welcome Boarders and their parents to the school in a timely, pleasant, informed and courteous manner.
- Respond to all enquiries in a professional and accommodating manner.
- Answer telephone calls in a pleasant, informed manner in such a way that callers feel welcomed, valued and appreciated.
- Monitor and ensure daily accuracy of leave processes of boarding students from the online RGGGS Boarding electronic system including appointments as they arise in conjunction with parents and the school nurse.
- Provide transport using the school's vehicles for students with appointments.
- Maintain student records and files electronically as required.
- Input Boarders travel to be charged to parents and forward to finance.
- Liaise with the Transport Coordinator to organise everyday bus transport.
- Approve leave of boarding students in the absence of the Head of Boarding.
- Organise meetings as the direction of the Head of Boarding, assist in the coordination of inductions and training of new team members.
- Submit required maintenance request forms and liaise with staff to ensure dormitory needs/requirements are being met.
- Assist the Head of Boarding to ensure the Boarding house is ready for the return of Boarders each term.
- Ensure effective and thorough communication between boarding staff, parents, welfare team, finance team and teacher is regularly occurring.
- Assist Head of Boarding to compose weekly communication/Boarding bulletin to parents.
- Inform Head of Boarding or Principal immediately if serious problems arise in boarding house.
- Create, collate and update a dorm photography board fortnightly.
- Organise all transport and problem solve issues surrounding transportation for students when required.
- Develop and maintain a process for staff to ensure boarding vehicles are scheduled, fuelled and serviced when required.
- Assist the Head of Boarding with the booking and coordination of Weekend Activities each week.
- Oversee ABSTUDY program and follow-up as required regarding the transport needs of ABSTUDY students.
- Liaise with external transport organisations and companies in a professional and timely manner.
- Keep updated with relevant Boarding issues through the school membership with ABSA (Australian Boarding Schools Association) and ICPA (Isolated Children Parents Association) and forward relevant information onto Head of Boarding.

PERSONAL

- Excellent time management and organisational skills.
- Exceptional communication skills using a range of mediums to interact with Boarders, All Girls Grammar Parents and Staff.
- A demonstrated understanding of adolescent behaviour and caring for students in a residential environment.
- A willingness to implement and uphold the values of Girls Grammar.

- High level of time management and ability to multitask.
- An appreciation of the particular dynamics surrounding people living and working together.
- Apply appropriate levels of confidentiality when interacting with students, parents, staff and members of the community.
- Be open to and supportive of change and new ideas.

STUDENTS & FAMILIES

- Effectively communicate with students and their families.
- Monitor and be responsive to changes in student movements at all times.
- Ensure all new boarders are well supported and understand travel requirements.
- Transport of boarders to appointments collaborating with Doctors the School Nurse, Boarding Staff and The Head of Boarding to ensure health needs are met.
- Maintain an open approach to concerns from Boarders and families and seek advice when necessary.
- Assist with the coordination and organisation of weekend activities.

STAFF

- Maintain clear and regular communication between boarding staff members.
- Ensure that Head of Boarding is updated on all boarding matters regarding boarders, staff, routines etc.
- Assist in the induction and training of new staff.
- Encourage and respect the link between day staff, boarding staff and students.
- Assist Boarding staff with record keeping requirements.

FACILITIES AND RESOURCES

- Follow Boarding House Policies and Procedures in relation to Boarder transport and travel.
- Maintain the physical condition of the Boarding Reception precinct and its surrounds.
- Complete maintenance requests as required.
- Ensure that all administration requirements are ready for the Boarders return each term.
- Organise transport for Boarding activities as required.

QUALIFICATIONS/KNOWLEDGE/EXPERIENCE

- Ability to utilise IT to report issues, check email and schedules and communicate with students, parents and staff.
- Ability and willingness to drive a 12-seater van.

MANDATORY REQUIREMENTS

The successful application is required to:

- possess a current Blue Card from the Commission for Children and Young People and Child Guardian;
- promote Rockhampton Girls Grammar School inside and outside the school community;
- work harmoniously with other employees with due regard to their rights and employment conditions under the School's enterprise agreement and Fair Work legislation;
- take appropriate care to always represent the School in a professional manner (in appearance, speech, dress, etc.);
- adhere to the School's Child Protection Policies, Staff Code of Conduct, policies and procedures;
- report suspected cases of child abuse in accordance with the School's policies; and

- complete the compulsory compliance training, including Child Protection Training and Anaphylaxis training, as part of your induction within two weeks of commencement and annually thereafter.

WORKPLACE HEALTH AND SAFETY

All Rockhampton Girls Grammar School employees are responsible and accountable for:

- taking reasonable care of your own health and safety;
- taking reasonable care that your acts or omissions do not adversely affect the health and safety of other persons;
- complying with any reasonable instruction to allow compliance with the Workplace Health and Safety Act 2011;
- compliance with workplace policies and procedures for risk identification, risk assessment and risk control;
- cooperating with any reasonable policy or procedure relating to health or safety;
- active participation in activities associated with the management of workplace health and safety;
- identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace; and
- correct utilisation of appropriate personal protective equipment.

APPRAISAL/ REVIEW CONDITIONS

As a member Rockhampton Girls Grammar team, you will be required to participate in regular feedback conversations, and undergo an annual performance appraisal with the Head of Boarding.

ACKNOWLEDGEMENT

This Role Description has been developed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and requirements of employees assigned to the role. This Role Description may be updated from time to time. You will also be required to perform any other duties that the Principal may direct you to perform which could be reasonably considered relevant to the position.

ACCEPTANCE

I, (Print Name) _____, accept the offer of employment on the conditions stated above.

I acknowledge that I have received a copy of the Boarding Administration Assistant Role Description.

Boarding Administration Assistant

Rockhampton Girls Grammar School

Date