



Position Description

Receptionist and Administrative Assistant – Newlands



Welcome to our School

Acclaimed as a great private school, Haileybury is a uniquely rewarding educational experience. Through our innovative approach to teaching and learning, students can discover more, achieve more and become more.

Since 1892, when our doors first opened with five staff and 17 students in attendance, Haileybury has been a centre of continual development: learning, teaching and location have all undergone transformative change on our path to become the School we are today.

The School has enrolments exceeding 7,000 across its campuses and operations in Berwick, Brighton, Keysborough, Melbourne City, Darwin (Northern Territory), Pangea (Online School) and across South East Asia in China, Vietnam, the Philippines and Timor-Leste.

Haileybury has been endorsed as one of Australia's best schools with multiple awards from the Australian Education Awards, including Australian School of the Year, Primary School of the Year and Principal of the Year. Haileybury has also been ranked as the number one coeducational primary school in Victoria and the number two secondary school, based on national testing results.

At Haileybury we use the motto that 'Every student matters every day' and this resonates through everything that we do, both in and out of the classroom.

Discover more about Haileybury at www.haileybury.com.au

Working with us

Haileybury is proudly non-selective when it comes to the students who look to join our outstanding school. We believe in the potential of every child to achieve and contribute.

However, we are by contrast, very selective of staff who wish to work with us, whether they will be guiding our young learners or helping to keep the School operating efficiently and successfully through our Corporate Services department.

Those who join us are passionate about the delivery of innovative academic, co-curricular and pastoral programs that challenge and inspire our students and make a difference in their lives.

As a school we value the linguistic and cultural diversity of our staff and students. Staff are encouraged to contribute experience they may have of working with children from a culturally and/or linguistically diverse background.



Our vision

To be recognised as a great world school.

Our mission

To deliver an exceptional educational experience that fosters the growth of each student through leading teaching and learning programs, a wide array of opportunities, within a culture of high expectations, empowering students to excel.

Our magenta principles

Everything that we do is centred around our Magenta principles, striving for and achieving more than expected. Our principles support and shape this in our daily work:

- Every student matters every day
- Every staff member matters every day
- Effective practices support sustainability
- One inclusive community



Position details

Position title	Receptionist and Administrative Assistant
Campus location	Newlands (Keysborough)
Reports to	Head of Campus, Newlands
Manages others	No
Employment status	Full-time, permanent
Salary range	\$74,417 per annum + 12% superannuation + 4 weeks' annual leave and 2 weeks' term break leave

Responsibilities

The Receptionist and Administrative Assistant will work as a collaborative member of the campus administration team. This role will be responsible for ensuring the smooth running of the Main Reception on campus by providing high quality administration and reception support, and exceptional customer service to our school community.

The role entails responsibility for administrative tasks essential to the organisation and operations of the campus. You will also act as the first point of contact for many individuals at reception on campus and will be responsible for attending to inquiries from members of the School community and general public.

Main Duties:

- Reception duties, including distribution of incoming and outgoing mail and email
- Efficient and professional management of all parent, staff and student enquiries both via email, phone, myHaileybury and in person
- Student-related duties, including assisting with attendance records and extensive detailed database management (incl: Yearbook data)
- Complex diary management and room booking coordination
- Administrative duties, such as:
 - printing
 - laminating
 - data entry
 - stationery supply management
 - provide support to the Health Centre
- Extra duties as directed by the Head of Campus and Personal Assistant to the Head of Campus
- Assist with preparation for and delivery of events, including termly Saturday school tour mornings
- Other duties as directed.

While the primary responsibilities of the position are articulated, it is expected that the incumbent will engage with the School community and participate fully in a range of events and activities.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this position. The Position Description is subject to review and modification by the Chief Operating Officer in response to the changing needs of the School.



Key selection criteria

Required

- Minimum of three years' experience in a reception or administrative position
- Experienced in Microsoft Suite, with excellent spelling and grammatical skills
- Experience in Microsoft Office365 and Synergetic will be an advantage
- Excellent attention to detail, verbal, written and inter-personal communication skills.

Desirable

- Hold a First Aid qualification or be prepared to complete a qualification
- Experience of working with children from a culturally and/or linguistically diverse background.

Personal qualities

- Highly organised with a 'can do' attitude
- An ability to multi-task and manage multiple projects and stakeholders
- Ability to stay calm and focused under pressure
- Enthusiastic and conscientious
- Efficient and process driven
- A problem-solver who can think creatively and logically.

Academic qualifications

- VCE or equivalent
- A tertiary qualification will be an advantage

Inherent qualities

Cognitive demands

- Ability to work with individuals and groups of staff and to handle multiple (sometimes competing) demands from them and from colleagues in a semi-structured environment.
- Ability to carry out high-level responsibilities, and effectively interact and communicate with students.
- Ability to make high-level decisions and/or be involved in high-level decision making.
- Ability to be resilient when dealing with staff and students.

Physical demands

- Ability to sit at a desk or computer terminal for long periods which could lead to headaches or eyestrain.
- Ability to lift/carry parcels of up to 5 kgs for short distances.



Environmental demands

- Ability to work in environments of variable noise levels, temperatures and weather conditions
- Ability to assess whether Personal Protective Equipment (PPE) is required for particular activities and wear as appropriate.

General information

- All staff who do not hold VIT registration will need to hold a current Working With Children Clearance (Employee) and Nationally Coordinated Criminal History Check Certificate (NCCHC).
- All staff are recommended to be fully vaccinated against Covid-19 and any other viruses where possible.
- All staff are expected to support the vision and ethos of the School.
- Haileybury promotes the safety and well-being of children from culturally and/or linguistically diverse backgrounds.
- Standard working hours are based on required and agreed requirements of the role and will generally, be worked between the hours of 7:00 am to 6:00 pm, Monday to Friday. This position requires flexibility to operate outside the standard hours when the situation requires.
- Staff must ensure that all decisions, pertaining to their role at Haileybury, are made in line with legislation and Haileybury's Policies and Procedures as set out in the Staff Manual.

Commitment to child safety

Haileybury is a child safe organisation which welcomes all children, young people and their families. Haileybury is committed to the safety and wellbeing of all children, including those under the care and supervision of the school. The school recognises the importance of, and its responsibility for, ensuring a safe and supportive environment which respects the rights of children and fosters their enrichment and wellbeing.

Haileybury's approach to creating and maintaining a child safe environment is guided by the core belief that every student matters every day. The school's mission 'To deliver an exceptional educational experience that fosters the growth of each student through leading teaching and learning programs, a wide array of opportunities, within a culture of high expectations, empowering students to excel.', can only be achieved if its students are safe, feel safe and are empowered to participate in decisions which affect their lives.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, processes and codes are inclusive of the needs of all children and students including Aboriginal students and their families.

Haileybury has zero tolerance for child abuse in any form and takes proactive steps to identify and manage any risks of harm to students in our school environments. When child safety or wellbeing concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

We promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at



home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex, queer or asexual (LGBTIQA+) and other students experiencing risk or vulnerability.

Haileybury's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out Working with Children, police records and reference checks to ensure that we are recruiting the right people. Applicants must familiarise themselves with Haileybury's Code of Conduct and our Staff Students Professional Boundaries Policy available on our website.

Further information

Further information about this position is available from peopleandculture@haileybury.com.au

This position description was last modified: July 2026.