



Position Description

# Senior School Administration Assistant



## 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), Haileybury Pangea 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, Senior 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, "every student matters every day" and as such we prioritise the safety and wellbeing of all students in our care. Every person in our community is to be aware of and abide by the Child Safety and Wellbeing Policies and Procedures to keep every student in our care safe.

Discover more about Haileybury at [www.haileybury.com.au](http://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	Senior School Administration Assistant
Position FTE	Part-time 0.6 FTE – 22:48 hours per week – Term time only
Campus location	City (or any Haileybury campus as requested)
Reports to	Executive Assistant to the Deputy Principal Head of Senior Schools
Manages others	No
Salary range	\$41,614 (0.6 FTE, incl. TBL 6 deduction)

## Responsibilities

The Senior School Administration Assistant role is responsible for supporting the efficient day-to-day operations of the Senior School by providing high-level administrative, organisational, and support to the Head of Senior School City.

This role requires strong initiative, attention to detail, and the ability to work collaboratively across a wide range of stakeholders. The role demands confidence in managing both routine and complex administrative tasks, while also playing a key part in school operations, events and communication.

Key areas of responsibility include:

- Providing administration assistance to the Head of Senior School, including diary and email management, meeting coordination and documentation, and preparation of correspondence and briefing minutes
- Acting as a key point of contact for enquiries and communication from students, families, and staff
- Supporting school events and calendar activities, including preparation of materials, logistics, RSVPs (via Humanitix), and on-the-day coordination
- Maintaining accurate and up-to-date records, sign-ins, NAPLAN distribution, and staff directories
- Monitoring daily attendance, and escalating patterns of non-attendance to relevant pastoral leaders (e.g. Head of House, Head of Pre-Senior, Head of Senior School)
- Coordinating school transport, student tours, and other logistical activities, including bookings, and bus rolls
- Supporting internal communication, including bulletins, calendars, and staff briefings
- Managing digital tools and booking platforms, such as Synergetic, EduApp, Humanitix, Funnel, myProgress, and the Hub
- Coordinating room reservations and shared space bookings
- Supporting parents with myProgress bookings
- Assisting with subject selection interviews, including scheduling and communication with families
- Supporting future student enrolments, Year 9–10 Transition Days, orientation activities, and skills testing where required
- Coordinate staff and student rosters for termly campus tours and events
- Cover Reception as and when required



- Other duties as requested by the Deputy Principal Head of Senior Schools or their delegate.

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.

## Key selection criteria

### Required

- Demonstrated experience in a personal assistant, office coordination, or senior administrative role, preferably in a complex or multi-stakeholder environment
- Advanced proficiency in Microsoft Office Suite, including Outlook, Word and Excel, with strong digital literacy
- Exceptional organisational and time management skills, with the ability to manage competing priorities and meet deadlines
- High-level verbal and written communication skills, with the ability to produce clear and professional correspondence
- Proven ability to exercise sound judgement, discretion and maintain confidentiality when managing sensitive matters
- Strong stakeholder engagement skills, with the ability to build effective working relationships with staff, students, families and external providers
- A current Employee Working with Children Check (Victoria).

### Desirable

- Experience in an independent school or educational setting
- Experience with Synergetic, Office365, and/or database platforms
- Familiarity with platforms such as Humanitix, Funnel and EduApp
- Experience supporting individuals from culturally and linguistically diverse backgrounds.

## Personal qualities

- Highly organised, efficient, and detail-oriented, with a proactive and solutions-focused mindset
- Approachable, collaborative and confident in building rapport across a diverse community
- Calm under pressure and adaptable to changing needs and priorities
- Able to work both independently and as a key member of a high-performing team
- Committed to continuous improvement and delivering service excellence.

## Academic qualifications

- VCE or equivalent (mandatory)
- A business administration, office management or related tertiary qualification (preferred).



## 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
- 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 Victorian Institute of Teaching (VIT) registration will need to hold a current Employee Working With Children Check (WWCC) 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 8.00 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', which 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 Check, police records and reference checks to ensure that we are recruiting the right people.

## **Further information**

Further information about this position is available from [peopleandculture@haileybury.com.au](mailto:peopleandculture@haileybury.com.au)

*This position description was modified on 13 March 2026.*