



Current available employment positions as at 19.02.2026

Child Safe Recruitment Practices

At Goulburn Valley Grammar School, we are committed to ensuring that our recruitment practices create a safe environment for our students. To this end, we have established policies and procedures for recruiting employees, Board Directors and Direct Contact Volunteers and for assessing their suitability to work with children. Our recruitment processes are designed to select appropriate staff, Board Directors and Direct Contact Volunteers and discourage inappropriate people from working within the School.

Before completing an application, it is essential that applicants have carefully read the child safety policies and procedures on the employment section of the website.

Screening and Suitability Assessments

It is our policy that all applicants for positions of employment will undergo screening including:

- verification of their WWCC clearance or registration as a teacher
- personal identity verification and background checking
- verification of professional or other qualifications relevant to the job
- an examination of their history of child-connected work
- reference checking that addresses the person's suitability for the job and working with children

Current Available Positions	Requirements	Relevant Position Description	Time Fraction	Type of Employment	Commencement Date	Application Deadline
Learning Support Officer	<p>Work closely with the Learning Support Coordinator to support the learning and developmental needs of students as directed</p> <p>Work to support the learning and development of students identified by the school in a range of situations</p> <p>Perform a wide range of administrative roles as directed</p> <p>Work with individuals or small groups on literacy and numeracy tasks.</p> <p>Essential:</p> <ul style="list-style-type: none"> • Current WWC Card <p>Desirable</p> <ul style="list-style-type: none"> • Certificate III in Educational Support 	Learning Support Officer	Negotiable	2-year fixed term	Negotiable	5:00pm Friday 6 March, 2026
Main Receptionist	Operate efficiently the main reception located in the School's administration building.	Main Receptionist	Full time	Ongoing	Mid April	5.00pm Friday 13 March, 2026

	<p>Experienced receptionist who has:</p> <ul style="list-style-type: none">○ general office duties experience○ excellent written and verbal communication skills○ exceptional customer service○ ability to work in a small team environment <p>Essential:</p> <ul style="list-style-type: none">● Current WWC Card					
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Written applications, including contact details for three referees to: humanresources@gvgs.vic.edu.au