



GOULBURN VALLEY GRAMMAR SCHOOL

Current available teaching positions – 24 April 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 WWC 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 positions:	Requirements	Relevant Position Description	Time Fraction	Type of Employment	Commencement Date	Application Deadline
Helpdesk Support Officer	<p>Essential:</p> <ul style="list-style-type: none">• Capacity and enthusiasm to provide assistance to students from Years 5-12, and the teaching staff• Excellent communication skills• A genuine commitment to continuous professional growth• Current WWC Check <p>Advantageous:</p> <ul style="list-style-type: none">• Moderate level of ICT skills	Helpdesk Support Officer	Permanent parttime position during the School terms	Ongoing	As soon as possible or by negotiation	5.00pm Thursday 7 May 2026

Please email your cover letter and application including contact details for three referees to: humanresources@gvgs.vic.edu.au