

Human Resources Administrator

About Trinity Grammar School, Kew

One of Australia's leading independent schools for boys, Trinity Grammar School, Kew is renowned for its innovation in pedagogy, exceptional teaching and facilities. We offer a broad cocurricular program and are committed to the highest levels of student wellbeing so that each boy develops to his full potential.

The Position

We are seeking a motivated and organised Human Resources Administrator to join the newly established HR Team at Trinity Grammar School. This is an exciting opportunity for a skilled administrator who has a good knowledge of human resources practices and can provide PA support to the Director Human Resources. Ideally, you can demonstrate initiative, can develop strong working relationship and are willing to further develop your HR career.

Reporting to the Director of Human Resources, this role will provide administrative support to the Director and wider team. Duties include payroll administration support, database management, coordinating of human resources activities, diary management and general administrative functions. Your outstanding attention to detail, operating with the strictest of confidentiality and ability to juggle multiple tasks at any one time will make you an ideal candidate for this position.

All employees of Trinity Grammar School, Kew must hold a current Working with Children's Check.

How to Apply

Please express your interest in applying for this role by sending your Cover Letter and CV addressed to the Business Manager, Mr Tristan Davidson via email to davidson@trinity.vic.edu.au

Applications Close: Friday 24 May 2019 at 4.00pm

