



**TRINITY
GRAMMAR
SCHOOL, KEW**

Position Title	Human Resources Administrator
Employment Type	Full Time
Award	Educational Services (Schools) General Staff Award 2010
Reports to	Human Resources Manager
Direct Reports	Nil

At Trinity Grammar School Kew (Trinity) responsibility for the protection of children is shared because children are safeguarded only when all individuals accept responsibility and work together and play their part in keeping children and young people safe from harm and abuse.

All Educational Support Staff are required to:

- Support and adhere to the School's Child Protection Policy, Staff Code of Conduct and child abuse reporting policies and procedures.
- Attend and take part in child protection training including the completion of online modules on the detection and reporting of child abuse.
- Report cases of suspected child abuse in accordance with Trinity policy and legal obligation.

Position Summary

The Human Resources Administrator is responsible for administration and coordination duties for the Human Resources and Payroll functions of the School, as well as provide PA support to the Human Resources Manager. An overview of the key duties includes but are not limited to the administration and coordination of recruitment activities including onboarding and offboarding, providing systems support to the payroll officer, organising interviews and following up with reference checks and preparation and issuing of employment contracts.

Key Responsibilities

- Providing administrative support to the Human Resources Manager including:
 - Diary management;
 - HR and Employment inbox management;
 - Taking minutes at meetings and distributing minutes post meeting.
- Coordination of recruitment activities including:
 - Posting advertisements for available positions (internal and external);
 - Applicant management and coordination;
 - Scheduling interviews and preparing interview packs for the panel;
 - Following up with reference checks as required;
 - Preparing employment contracts and welcome packs for new employees;
 - Administration of holistic onboarding process;
 - Meeting and inducting new employees on their first day at the School;
 - Conduct employee exit interviews as required.
- Provide interim EA support to the headmaster as required:
 - If the EA to the Headmaster is absent, act in their absence to assist as required;
 - Assist the EA to the Headmaster for urgent activities as required.
- Coordinate payroll administrative duties including:
 - Entering new employees' information into the payroll system;
 - Data entry and filing of employee paperwork;
 - Assist payroll officer during pay period cycle as required;
 - Participation in payroll preparation.
- Administration and coordination of general HR activities:
 - Maintain employee personnel files through Synergetic;
 - Manage employee leave calendar;
 - Ensure working with children's check/ VIT registration database is maintained;
 - Maintain HR information on School intranet;
 - Ensure privacy and confidentiality of sensitive information;
 - Assist in the preparation of policies and procedures for HR Management System;
 - Completion of HR surveys as required;
 - Administration of Workers' Compensation claims;
 - Other HR administrative tasks as requested by the HR Manager.
- Support and promote the School's policies and practices for Occupational Health and Safety, Equity and Harassment.

Key Selection Criteria

- Demonstrated knowledge and experience in the administration, implementation and development of HR practices and processes.
- Demonstrated understanding of Awards and Fair Work Act.
- Well-developed interpersonal and communication skills with the proven ability to build trust, rapport and cooperate working relationships at all levels.
- Commitment to customer service and customer focused outcomes.
- Capacity to consistently demonstrate a high level of initiative.
- Efficient, organised with the ability to multi-task with strong attention to detail.
- Excellent written and verbal communication skills.
- The ability to deal effectively with a range of situations and personalities.
- The ability to use initiative and judgement when necessary.
- Outstanding data integrity;
- Discretion and ability to maintain confidentiality.

Key Skills and Attributes

- Genuine passion for team engagement and collaboration.
- Ability to liaise successfully with discretion and confidentiality as required.
- Ability to take initiative and work well autonomously as required.
- Ability to communicate successfully with a diverse range of stakeholders.
- Strong attention to detail.
- Ability to meet deadlines under pressure through effective time management.
- Demonstrated ability to multitask.
- Highly organised and proactive work style.
- Can work autonomously with minimal supervision.
- Active and engaged team member, contributing to the continuous improvement of the team and its processes.

Special Requirements and Qualifications

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

- Tertiary qualification in Human Resources or relevant discipline highly regarded.
- A minimum of 2-3 years' experience in a similar role.
- Experience working in Schools or in the education sector is highly regarded.

Approval

This position description was approved by the Human Resources Manager, March 2019.