



WILLUNGA WALDORF SCHOOL

Human Resources Administrator Key Selection Criteria

Applicants must address the Key Selection Criteria on a separate document and provide a professional resume including contact details of two referees who have worked in a supervisory capacity.

- Exceptional communication skills and the ability to understand and build positive relationships with staff and school community
- Ability to read, understand and interpret employment agreements, awards and other legislative instruments relevant to the payroll and related functions
- Demonstrated experience in provide HR and IR advice to Management
- High level of written communication skills
- Ability to prioritise workload and manage multiple tasks with competing timelines.
- High level computing skills in word processing, spreadsheet and database applications
- Ability to work with discretion and confidentiality
- An appreciation of the Steiner philosophy
- Ability to adapt to specialised school software programs



STRONG - BALANCED - DYNAMIC

Willunga Waldorf is a thriving K to 12 school of 365 students. It is an exciting, supportive and rewarding place to work. Creativity, innovation and contemporary expressions of Steiner principles are encouraged. Our curriculum remains broad-based and comprehensive across academic, artistic and practical domains right up to Year 12. The school provides a recognised pathway to tertiary study and is set in a beautiful, rural environment, close to the coast and 40-50 minutes from the city of Adelaide. The Southern Vales is a great place to live, raise children and work.