



Position Description

Position:	School Support Officer – HR Administrator
Reporting to:	Business Manager
Key Relationships:	Head of School, Leadership Team, Finance and Administration Staff, Teaching Staff
Hours:	Up to Full Time 37.5 hours per week (negotiable), 52 weeks per year
Classification:	Grade 4/5 - Willunga Waldorf School Enterprise Agreement (by negotiation based on Qualifications)
Review	Annual Performance Review

The main function of the HR Administrator is to perform all HR processing and associated record keeping, and to assist School Leadership with related matters as required.

The position also provides administrative support with regard to Policies and Procedures, Risk Management, Work Health Safety.

The role is an important part of the Administrative Team, supports the effectiveness of daily administration processes and contributes to a friendly and collaborative School culture.

Areas of Responsibility

Human Resources

- Provide support to the School's recruitment function including drafting of job advertisements, assisting with the shortlisting of applicants and responding to applicant queries
- Prepare and maintain all employee records including contracts and variations ensuring they are consistent with annual load reviews and changes that are advised throughout the year
- Facilitate the standard induction process for teaching and administration staff
- Diarise probationary and fixed term performance reviews for all new employees and ensure that Leadership are prompted for timely review procedures
- Update and maintain the register of standard format position statements and attend to the
 - preparation of changes to standard position descriptions and individual position descriptions as advised by Leadership
 - Assist Leadership to ensure position statements reflect enterprise agreement grade classifications
- Assist with the Grade Reclassification Process requests from staff
- Assist with the preparation of the annual HR budget
- Provide IR and EA advice to the School Leadership
- Act as a first point of contact to staff for advice and queries
- Keep a register of all teacher registration and WWCC checks and RRHAN training to ensure school compliance to legislation
- Facilitate the volunteer registration process including the initiation of WWCC applications and confidentiality requirements and RRHAN Training
- Co Ordinate the annual first aid training sessions each October ensuring that the qualifications meet school registration requirements
- Ensure the Staff Complaints register reflects an accurate record of all formal complaints lodged to the school

- Provide support to Leadership in staffing queries as required
- Maintain electronic and hard copy of staff records including:
 - leave applications
 - Professional development records
- Process all Professional Development requests in accordance to school policy and upkeep the individual professional development register for each staff member
- Process staff leave requests
- Ensure maintenance of the school's payroll provisions including annual leave and long service leave and provide reports as required to Leadership
- Provide support to Leadership in the preparation of the annual school salary and wage budget
- Prepare and maintain Annual Staff Salary and loads spreadsheets and provide reports to Leadership as required

Policies and Procedures Relating Specifically to the Position:

- Privacy Policy
- Work Health and Safety Policy and Procedures,
- Child Protection Policy
- Professional Code of Conduct

Skills and Personal Characteristics:

- Exceptional communication skills and the ability to understand and build positive relationships with staff and school community.
- Shows a strong commitment to delivering exceptional and professional service within and outside the wider School community;
- High level of written and spoken communication and interpersonal skills;
- Attention to detail and strong organisational skills with an ability to work effectively and positively within a team;
- Demonstrate initiative and resourcefulness and be orderly, methodical and practical in setting priorities and completing tasks;
- Advanced level of proficiency with Microsoft Excel and Word;
- General ledger experience will be highly regarded;
- Ability to maintain confidentiality with sensitive material;
- A willingness to understand and support the philosophy and practice of Steiner education within the school community.

Qualifications

- Relevant qualifications in Human Resources or similar human services industry experience
- Current South Australian Working with Children clearance.