



Human Resources and Payroll Assistant

Applications are invited from appropriately qualified and experienced candidates for the position of Assistant to Human Resources and Payroll. The successful applicant will have a demonstrated knowledge of payroll and HR functions and compliance, with strong administration and communication skills. An ability to maintain confidentiality and meet deadlines with a high level of accuracy is a must for this role.

This is a part time position during Term time and is to commence as soon as possible.

Position Description

Position Title:	Human Resources and Payroll Assistant
Responsible to:	Principal
Reports to:	Human Resources Officer Head of Finance Chief Operating Officer
Key Stakeholders:	All internal and external stakeholders
Overview:	<p>The position exists to promote a positive workplace culture at Calrossy Anglican School. The Human Resources Department supports the management and staff in practices that ensure legal compliance and implementation of the school's mission and strategy. This position is to provide administration assistance to the Human Resources Department.</p> <p>The Payroll Assistant plays a crucial role in ensuring that employees are paid accurately and on time. They support the Head Payroll Administrator in handling the day-to-day tasks ensuring compliance with regulations and maintaining accurate payroll records.</p>
Duties & Responsibilities:	<p>Ethos</p> <ul style="list-style-type: none"> Actively support and promote the Christian ethos of Calrossy in a manner that is inclusive and sensitive to the life experiences of students, parents, and staff. At all times promote the School's Christian values in a practical and accessible way that promotes our mission to provide excellence in a Christian environment. Uphold the Schools core values of Integrity, Selflessness, Inclusiveness and Resilience. <p>Payroll</p> <ul style="list-style-type: none"> Assist in conducting fortnightly collating, data entry and processing of the payroll functions for all staff using MicrOpay Assist in ensuring the end-to-end Payroll function is prepared to allow payment to be made to staff with set timelines, allowing appropriate time for Payroll to be checked and reviewed by Head of Finance or Accountant Assist in managing, investigating and responding to staff Payroll queries in a timely manner. Assist in Employment Self Service Portal (ESS) processes for payroll and staff management Assist in ensuring Payroll quality control Ensure all incoming forms such as timesheets, are verified and approved by the appropriate supervisor with follow up of any outstanding forms Maintenance of payroll files and records, including regular filing of correspondence and forms Confirmation of Working with Children Checks when required Distribution of payroll documents to employees as required Comply with lawful directions Participate in any in-house training programs, as well as other job specific training that is identified as required for this job description Participate and contribute to team meetings Participate in workplace change where required Follow reasonable instructions and related duties as given by your supervisor or their delegate Report concerns or problems to supervisor Must be willing to perform any other duties as required by the Chief Operating Officer and Head of Finance as required.

	<p>Employment of Staff</p> <ul style="list-style-type: none"> • Assist the Human Resources Officer to identify, negotiate and assist with development of all school employment related policies, procedures, and practices (within guidelines of the AISNSW and Multi-Enterprise agreements for Teachers and Professional and Operational Staff, and/or Federal and State Government Legislation and Regulation). • Assist with the Child Safe procedures and assist in embedding them within the school, its policies, and procedures, as well as its advertising and promotions guidelines. • Support the Human Resources Officer to provide timely advice/guidance on specific HR operations eg restructure and/or redundancy and/or equal employment. • Assist with data input for Access People HR • Assist with reference checks and follow up of applicants. • Assist in the review of all documentation related to the Human Resources. • Undertake any extra duties as directed by the Chief Operating Officer <p>Entry and Exit Procedures</p> <ul style="list-style-type: none"> • Provide administration support to the Human Resources Officer <p>Qualifications/Skills</p> <ul style="list-style-type: none"> • Current Driver's Licence • Current Working with Children Check • Excellent communication skills • Excellent administration skills • Certificate/experience using Microsoft Office software including Word and Excel • Certificate IV in Human Resources – desirable • Strong organisational, multitasking, and detail-oriented abilities • Ability to work effectively in a team environment • Comply with the School Code of Conduct • Comply with lawful directions.
<p>Key Performance Indicators:</p>	<p>Each year a performance review will be held to ensure KPI's are met and to set KPI's for the upcoming year:</p> <ul style="list-style-type: none"> • Communication • Organization • Coordination • Collaboration • Support • Initiative • Motivation
<p>Work, Health & Safety:</p>	<p>In accordance with the Workplace Health & Safety Act 2021, Employees must:</p> <ul style="list-style-type: none"> • While at work take reasonable care for their own health and safety • Take reasonable care for the health and safety of others • Comply with any reasonable instruction from Calrossy and report concerns to your supervisor • Follow defined WH&S policies and procedures of the school
<p>Selection Criteria</p>	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate:</i></p> <p>SC1. Provide evidence of payroll experience.</p> <p>SC2. Explain why Human Resources is an essential service within an organisation.</p> <p>SC3. How would you promote the culture of Calrossy Anglican School.</p>
<p>Conditions of employment</p>	<p>Award: <i>Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021</i></p> <p>Work Type - Part time, 20 hours per week, Term time only</p> <p>Hours - 8.00am – 1.00pm</p> <p>Days - Monday - Thursday</p> <p>Salary - Clerical and Administrative Staff, Step 2.1</p> <p>Location - Brisbane Street Campus and William Cowper Campus</p>

	<p>Benefits:</p> <ul style="list-style-type: none"> • Staff device and tech support • Professional Development tailored to your career stage • Employee Assistance Program (EAP) • Salary Packaging • Annual Flu vaccinations free and on-site • Annual renewal of First Aide free and on-site
<p>Location</p>	<p>Calrossy Anglican School 140 Brisbane Street PO Box 1245 Tamworth NSW 2340 Ph (02) 5776 5100 admin@calrossy.nsw.edu.au</p>

All applicants are expected to uphold the Christian ethos and support the Schools core values of **Integrity, Selflessness, Inclusiveness, Resilience.**