



# POSITION DESCRIPTION

PART OF **AngliSchools**

|                           |                                                           |
|---------------------------|-----------------------------------------------------------|
| <b>Position Title</b>     | <b>Administrative Assistant – Human Resources</b>         |
| <b>Tenure</b>             | <b>Permanent   Full Time   1.0FTE</b>                     |
| <b>Department</b>         | <b>Administration</b>                                     |
| <b>Reports To</b>         | <b>Manager – Human Resources</b>                          |
| <b>EBA</b>                | <b>AngliSchools WA Support Staff Enterprise Agreement</b> |
| <b>Classification</b>     | <b>Level 3   48 weeks per year</b>                        |
| <b>Date Last Reviewed</b> | <b>May 2026</b>                                           |

## POSITION PURPOSE

The purpose of this position is to provide high-quality administrative and Human Resources support with a strong focus on accurate and timely payroll data entry. The role ensures that all payroll information, onboarding documentation, and employee records are processed, maintained, and prepared for Central Payroll in accordance with organisational, legislative, and compliance requirements. By delivering precise payroll administration, supporting recruitment and onboarding activities, and maintaining confidential HR documentation, the position contributes to the smooth and efficient operation of the School's Human Resources function.

## KEY ACCOUNTABILITIES

### Payroll Support

- Perform accurate data entry of payroll information in preparation for processing by Central Payroll.
- Coordinate and respond to general payroll enquiries in a timely manner.
- Process payroll onboarding documentation for new permanent and fixed term employees.
- Assist employees with Employee Self Service (HR21) access and related enquiries.
- Update and maintain employee payroll records and information.
- Liaise with Central Payroll and provide supporting information and documentation as required.

### Recruitment

- In conjunction with the Manager – Human Resources, respond to external recruitment enquiries in a timely, professional, and confidential manner.
- Assist with the preparation and placement of advertisements, scheduling of interviews, and coordination of candidate communications.
- Coordinate onboarding documentation and processes for permanent, fixed term, and casual employees as directed by the Manager – Human Resources.
- Assist in the preparation and distribution of Contracts of Employment and associated documentation.

- Ensure employment contracts and recruitment documentation are signed, recorded, filed, and maintained in accordance with AngliSchools Recruitment and Selection Policy and Procedures (WA).
- Ensure all required employee screening and compliance checks are completed prior to interview and/or commencement of employment.

### **Employee Screening**

- Monitor and maintain employee compliance records, including TRBWA registration, Working with Children Checks (WWCC), and Nationally Coordinated Criminal History Checks (NCCHC).
- Conduct regular audits to ensure employee records are accurate, current, and maintained in accordance with legislative and organisational requirements.

### **General Administration**

- Prepare and process employee requests for Statements of Service and Confirmation of Employment letters.
- Assist the Manager – Human Resources with annual performance review and probation review processes, including the distribution, collection, and collation of documentation within required timeframes.
- Assist with the administration of annual staff intention surveys, including distribution, collection, and collation.
- Scan, distribute, and maintain peer-to-peer recognition records.
- Scan, file, email, and maintain Human Resources and Payroll documentation in accordance with record keeping requirements.
- Monitor and action Human Resources and Payroll inboxes and correspondence.
- Respond to general Human Resources and payroll enquiries from staff and external stakeholders.
- Provide administrative support for Human Resources projects and initiatives as required.
- Provide administrative support to the Manager – Human Resources as required.

### **Reference Documents**

- [Mandatory Reporting Policy](#)
- [GMAS Staff Code of Conduct](#)
- [AngliSchools WA Support Staff Enterprise Agreement](#)

Other duties as directed by the Principal and/or Business Manager.

This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Principal's discretion. Employees may also be required to undertake other reasonable duties as directed.

## **CORE EXPECTATIONS**

- Maintain strict confidentiality with respect to the School's business
- Display a strong dedication to customer service
- Foster a commitment to continuous improvement and the value of collaboration and sharing of knowledge and information
- Demonstrate overt support for the School values
- Develop and maintain positive working relationships with stakeholders
- Be appraised regularly, according to the Staff Appraisal Programme in place in the school

## **POSITION DIMENSIONS**

### **People Management**

Nil

## Significant Work Relationships

### *Internal*

- Principal
- Business Manager
- Manager – Human Resources
- School Staffing Assistant
- Senior Leadership Team
- Heads of Department
- Teaching staff
- Administrative Staff
- Students

### *External*

- Prospective candidates
- AngliSchools Payroll Department

## Work Pattern

- 8:00am to 4:00pm
- Monday to Friday
- 4 weeks annual leave per annum

## SELECTION CRITERIA

### Selection Criteria (to be addressed within the candidates application for employment)

#### *Essential*

- Demonstrated experience in Human Resources administration, recruitment, payroll support, or a similar administrative role.
- Well-developed organisational and time management skills, with the ability to manage multiple tasks, prioritise workloads, and meet deadlines with a high level of accuracy and attention to detail.
- Demonstrated ability to maintain confidentiality, exercise discretion, and manage sensitive information in a professional manner.
- Experience in coordinating recruitment and onboarding processes, including preparing employment documentation, scheduling interviews, and maintaining employee records.
- Experience in payroll administration support, including data entry, maintaining payroll records, responding to payroll enquiries, and liaising with payroll providers or departments.
- Highly developed interpersonal and communication skills, with the ability to build positive working relationships with staff, prospective employees, and external stakeholders.
- Demonstrated proficiency in Microsoft Office applications and the ability to learn and use Human Resources and payroll systems effectively.
- Ability to work collaboratively as part of a team while also demonstrating initiative and the capacity to work independently.
- Demonstrated commitment to customer service, continuous improvement, and supporting the values and ethos of the School.

#### *Desirable*

- Previous experience working in a School environment.

## ELIGIBILITY AND TRAINING REQUIREMENTS

- Obtain or hold a current Working with Children Check.
- Provide a National Coordinated Criminal History Check issued no longer than 6 months prior to commencing duties.
- Be supportive of the objectives and ethos of an Anglican education.

