



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

POSITION DESCRIPTION

POSITION: Human Resource Administrator

REPORTS TO: Director of Human Resources

LOCATION: Keilor East

PURPOSE:

To provide comprehensive and timely Human Resource (HR) administrative support to the HR team and the staff, to help strengthen a positive school culture and ensure effective and efficient HR operations in line with school policies and regulations.

NATURE AND SCOPE

Penleigh and Essendon Grammar School is a school for boys and girls from Kindergarten to Year Twelve. The school operates on three campuses with a student population of over 3,000. The Kindergartens and Junior School (boys) are located in Essendon, the Junior School (girls) in Moonee Ponds and Gottliebsen House Middle School (boys), McNab House Middle School (girls) and the Larkin Centre (coeducational Senior School) are located in Keilor East.

The school has an excellent record for the academic achievement of its students in all areas. The curriculum is designed to challenge students intellectually, to develop their knowledge within particular disciplines and to gain an appreciation of contemporary society and its history. The academic programme is complemented by a diverse co-curricular program of Drama, Dance, Music and Sport.

The school actively promotes the safety, wellbeing and participation of all students, including supporting children from culturally diverse backgrounds and those with individual needs and encourages every student to thrive in the classroom and beyond.

POSITION CONTEXT:

The HR Administrator is responsible for ensuring comprehensive and timely HR support to the HR team, reporting directly to the Director of Human Resources and indirectly to the Principal. Based primarily at the Keilor East campus, the HR Administrator is expected to work across all campuses, as required.

The HR Administrator is expected to promote a positive work environment and support school's aims, policies and procedures and the philosophy of a school associated with the Uniting Church.

POSITION GUIDELINES

DIRECT RESPONSIBILITIES

The HR Administrator is expected to perform many diverse duties to assist and support the HR Team and the following list is not exhaustive, nor in any order of priority, but is indicative of the range and nature of the role:

Recruitment and Onboarding Support

- Assist with the review and updating of job descriptions
- Create and place advertisements
- Liaise with staff across all sections as needed to schedule face to face, online or video interviews as required
- Prepare interview paperwork for panels as required (e.g. draft interview questions)
- Maintain the School's recruitment platform (eg. Martian Logic) to ensure information is up to date and communicated in a timely and effective manner to candidates and panel members throughout the advertising, selection and onboarding process.
- Conduct reference checks and prepare employment contracts as required
- Ensure new staff are onboarded and setup in appropriate systems (e.g. Synergetic, Sentiont) in a timely manner, liaising with payroll as required
- Coordinate pre-employment screening, including police background checks and verification of work rights.
- Support diversity and inclusion initiatives in recruitment
- Liaise with Heads of Sections to confirm buddies and mentors for new staff
- Assist with planning, facilitation and implementation of Staff Orientation and Inductions at the beginning of each term including preparing welcome packs, and arranging school tours
- Assist in the management of the employee life cycle

HR Operations - data management and reporting

- Provide accurate and timely HR administration support including preparing contract variations and probation completion letters.
- Maintain accurate, up-to-date staffing/HR records, including electronic filing, as required
- Support HR system data integrity and reporting
- Perform HR file audits, as required to ensure records are up to date
- In collaboration with the HR team, assist with the preparation of surveys (e.g. staff engagement surveys, exit surveys, new staff surveys), distribution of communications, and collation of data for reporting
- Run regular compliance reports and follow up, where required (e.g. WWC Checks, VIT registration, 1st aid, licences)
- Assist with basic HR queries and liaise with HR and payroll as needed general assistance to internal and external enquiries as needed

Wellbeing and HR projects

- Actively support HR projects to strengthen a positive staff culture (e.g. Assisting the team in developing an employee value proposition)
- Assist the HR team with arranging wellbeing initiatives (eg staff massages, step challenges, etc)
- Assist with the preparation of the staff newsletter (eg. PEGSpeople)

Continuous improvement

- Maintain a focus of continuous improvement and regularly review and complete personal professional development to keep up to date with best practices in HR.
- Review HR processes and procedures and recommend improvements as required
- Collaborate with the Director of Human Resources and the HR team on various improvement projects as required.
- Other duties, as required.

SELECTION CRITERIA

The HR Administrator will demonstrate an ability to meet the following criteria:

- Relevant HR administrative experience, with experience in an educational environment of benefit
- Relevant HR or Business Administration qualifications

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- Ability to engage others and build effective relationships
- Ability to effectively work independently and within a team.
- High level interpersonal and written and verbal communication skills to effectively liaise with all stakeholders
- Excellent organizational and planning skills and attention to detail
- Demonstrated ability to innovate, develop and implement programs which meet the School's needs.
- Strong IT skills (eg. Microsoft Suite including understanding of SharePoint and Teams, Synergetic or other database experience)
- Commitment to professional learning and continuous improvement
- Work safely in accordance with school policies and procedures and in particular supporting Child Safety Standards, and reporting hazards and maintenance requirements promptly.
- Support Equal Employment Opportunity principles, including support for an equitable, safe, and productive environment for all staff and students and treating all school community members with dignity and respect.
- A valid Working With Children Check Card (employee)

CONDITIONS

Employment conditions are as per the *Educational Services (General Staff) Award 2020*.

CONCLUDING REMARKS

The position description should not be seen as limiting and is open to review, by negotiation, by either party.