



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

POSITION DESCRIPTION

POSITION: Payroll Manager

REPORTS TO: Director of Business and Finance

LOCATION: Keilor East campus

PURPOSE: To provide an effective and efficient payroll service for the school.

SCHOOL OVERVIEW

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 (co-educational 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.

SCHOOL VALUES: REACH

RESPECT: We acknowledge the dignity and intrinsic worth of individuals and our world. We demonstrate fairness, kindness, and an awareness of diverse perspectives, recognizing the impact of our actions on others.

EXCELLENCE: In education and all that we do, we pursue the highest standards with focus and a commitment to continuous growth. We embrace challenges, learn from mistakes, and cultivate a culture of mastery and exceptional outcomes.

ACCOUNTABILITY: We act with integrity and take responsibility for ourselves, others, and the world around us. We demonstrate honesty, reliability, and ethical behavior in all we do.

CURIOSITY: We learn and grow through questioning, exploring, and deepening understanding, simulating wonder and innovation. We value intellectual engagement and lifeline learning.

HEART: We show kindness, courage, and empathy in our actions and relationships. We stand for what is right, support others, and build meaningful connections based on trust and compassion.

POSITION CONTEXT

The Payroll Manager is responsible to the Director of Business and Finance and to the Deputy Principal and Principal to provide an effective payroll service. The Payroll Officer directly reports to the Payroll Manager. The Payroll Manager is expected to support the school's aims, policies and procedures and the philosophy of a school associated with the Uniting Church.

POSITION GUIDELINES

The incumbent is expected to perform many diverse duties. The following list is not exhaustive, nor in any order of priority, but is indicative of the range and nature of the position:

- Ensure timely and accurate processing of end-to-end fortnightly payroll.
- Regularly communicate with the Payroll outsourcing company on all stages of the payroll cycle.
- Update and maintain payroll records and systems:
 - Set up new staff
 - Terminations
 - Rate and allowance changes
- Monitor and file documentation to support payroll changes.

- Provide payroll advice to staff and leadership, as required.
- Keep accurate records regarding staff on Parental Leave for both the School and Government payments.
- Liaise with leave managers and process leave where required.
- Document and make payments to the ATO and the Salary Packaging company.
- Assist in the annual audit within the Finance Team.
- Prepare data in format required for Workplace Gender Equality Agency reporting.
- Run the end of month process including superannuation payment via clearing house and running various monthly reports.
- Prepare and lodge monthly payroll tax returns and annual reconciliation.
- Provide data for the Annual Census to the Director of Business and Finance.
- Process WorkCover payments as per direction of the Director of Human Resources.
- Liaise with the Director of Business and Finance to develop salaries, budget and headcount reports.
- Work closely with and assist the Director of HR with generalist HR Administration as required.
- Actively participate in training on an ongoing basis in order to keep up to date professionally, including keeping abreast of standard practice, legislative and regulatory changes that impact on this role (i.e. payroll updates, superannuation changes, FBT, Awards etc.).
- Ensure adherence to and demonstrate behaviours in accordance with the School's Child Safety Code of Conduct, including the Child Safe Standards.
- Undertake employee checks in relation to child safety (eg Working With Children Checks and VIT checks, criminal record checks) as required.
- Work safely in accordance with school policies and procedures and report 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.
- Other duties as required

SELECTION CRITERIA

The incumbent will be a proactive, patient, confidential and approachable professional who will demonstrate the following attributes:

- Sound experience processing 600+ employee payroll
- Payroll experience in an education setting would be a benefit
- Sound knowledge of EBAs, Awards and taxation.
- Sound knowledge of superannuation requirements.
- Sound knowledge of payroll processes and statutory/legislative requirements.
- Understanding of fundamental HR Principles.
- Excellent communication and interpersonal skills
- Excellent IT skills (eg. Microsoft Word, Excel)
- High attention to detail

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- Ability to analyse information and problem solve
- A commitment to child safety and wellbeing
- A satisfactory Working With Children Check and criminal record check

KEY CONTACTS

INTERNAL:

- Whole staff

EXTERNAL:

- Payroll organization (currently Access MicrOpay)
- Australian Taxation Office (ATO)
- Superannuation Funds
- Super Clearing House
- Salary packaging provider
- WorkCover agents
- Department of Human Services (Centrelink)

CONDITIONS

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

CONCLUDING REMARKS

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