



SUCCESS PROFILE – Payroll Administrator

Setting your career for success at Geelong Grammar School

ROLE TITLE:		Payroll Administrator
DIVISION:		Operations & Shared Services
CAMPUS:		Corio
REPORTS TO:		Payroll Lead
DIRECT REPORTS:		Not Applicable
EMPLOYMENT STATUS:	Tenure	Part Time Ongoing
	Hours	22.5 hours per week
	Working Weeks	Standard 52 Weeks 48 working weeks, 4 weeks annual leave
CLASSIFICATION:		Operational Salary Scale General A3

THE ROLE					
General Description and Role Purpose					
To assist the Payroll Lead in the timely and accurate preparation and processing of payroll for all employees in accordance with School policies, procedures, legislative requirements and award conditions.					
Key Responsibilities/Accountabilities					
- Processing monthly and fortnightly payroll, including checking payroll information, distributing pay advice, and filing processed information. - Processing monthly and fortnightly timesheet and/or time and attendance data for full-time, part-time, and casual employees. - Setting up new employees in the system in accordance with contracts of employment. Updating and maintaining employee data in the payroll system, i.e., personal details, taxation, superannuation, bank account numbers, etc. - Process Leave applications and adjustments. - Verify and obtain appropriate approvals for payroll records, ensuring compliance with audit requirements before processing payments. - Assisting the Finance and Employee Engagement department with any other duties that may be required by the role. - Committed to the rigors of the School's Light Blueprint					
Out of hours contact/ other role requirements					
The attendance at School events, such as family day, is encouraged.					
Physical, Environmental and Psychosocial requirements					
PHYSICAL	Expectation	Rarely	Occasional	Frequent	Not Applicable
Mobility	Ability to move around the workplace, including stairs and uneven ground	☐	☐	☒	☐



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Mobility Endurance	Hiking across rugged, uneven, steep or slippery terrain, often while carrying a pack	☐	☐	☐	☒
Sitting /Standing	Capacity to sit or stand for extended periods	☐	☐	☒	☐
Manual Handling	Ability to lift/carry items up to ___ kg (role-specific) Loading trailers, including lifting above shoulder height. Pushing/pulling heavy items such as bike trailers, boats, stretchers Setting up and packing down large equipment	☐	☐	☐	☒
Operate Vehicles	Operate vehicles or heavy machinery Drive long distances on both sealed and unsealed roads, often with limited breaks Towing and reversing trailers of various sizes	☐	☐	☐	☒
Work at Heights	Using ladders, scaffolding or other objects	☒	☐	☐	☐
Fine Motor Skills	Use of keyboard, writing instruments, equipment	☐	☐	☒	☐
Visual Capacity	Reading screens, documents, and observing surroundings	☐	☐	☒	☐
Auditory Capacity	Communicating in person/phone, responding to alarms	☐	☐	☒	☐
Water-based Activities	Paddling canoes, kayaks, or rafts Carrying boats and gear around water access points Working in wet environments (eg Rivers or rainy weather)	☐	☐	☐	☒
Fatigue Capacity	Working non-business hours shifts Overnight supervision of students Being on-call Possible sleep disruption	☐	☐	☐	☒
Travel	Off-site travel	☐	☐	☐	☒
ENVIRONMENTAL	Expectation	Rarely	Occasional	Frequent	Not Applicable
Noise Exposure	Working in moderate noisy environments	☐	☒	☐	☐
Workspace Layout	Open-plan or shared workspace	☐	☐	☒	☐
Screen-Based Work	Prolonged computer use	☐	☐	☒	☐
Biological/Chemical Exposure	Exposure to cleaning agents, laboratory materials (if applicable)	☐	☐	☐	☒
Shift or Extended Hours	Work outside standard hours (if applicable)	☐	☐	☐	☒
Outdoor work	Work in hot, cold, wet conditions	☐	☐	☐	☒
Working alone	Work alone or in isolation	☐	☒	☐	☐
Confined Spaces	Work in confined spaces where only one egress (escape route) exists	☒	☐	☐	☐
PSYCHOSOCIAL	Expectation	Rarely	Occasional	Frequent	Not Applicable
Interpersonal Engagement	Regular interaction with staff, clients, students or stakeholders	☐	☐	☒	☐
Emotional Regulation	Managing conflict, sensitive matters, or distressed individuals	☐	☒	☐	☐



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Workload Management	Managing competing priorities and deadlines	☐	☐	☒	☐
Change Adaptability	Responding to operational change	☐	☒	☐	☐
Decision-Making	Exercising judgment within delegated authority	☐	☒	☐	☐
Confidentiality	Handling sensitive or personal information	☐	☐	☒	☐
Autonomy	Working independently with accountability	☐	☐	☒	☐
Resilience	Managing pressure, ambiguity and intensity	☐	☐	☒	☐

THE PERSON – Key Selection Criteria

Knowledge/Skills/Qualifications | *What you need to KNOW*

Mandatory:

- Payroll processing experience
- General Administrative experience
- Current National Police Check
- Working with Children Check (VIC Employment)
- Proficiency in the use of Microsoft Word, Excel, and Outlook.

Desirable:

- Experience with Frontier/iChris/HR21 and Clipboard
- Experience in a school environment will be highly regarded

Personal Attributes/Attitude | *Who you ARE*

- Courageous
- Curious
- Compassionate
- Civil
- Connected

Competencies | *How you behave and what you CAN DO*

- Exceptional attention to detail and time management.
- High level of administrative and organizational skills.
- Ability to prioritize workload and work to strict deadlines.
- Ability to work both collaboratively as a member of a team and independently without supervision, when required.
- Ability to communicate with stakeholders at all levels to develop and maintain effective relationships.
- Demonstrates exemplary ethical standards
- Acts with integrity
- Builds positive and professional relationships with staff, students, and parents
- Open to new ideas and approaches
- Collaborates effectively with individuals and teams
- Commits to the development of self and others
- Aligns personal and organisational purpose
- Committed to evidence-based practice (substantiation)



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WORKING AT GGS

- The Success Profile (SP) should be read in conjunction with the School's Light Blueprint, individual performance and development plan, employment contract or relevant agreement etc.
- The SP outlines key responsibilities only. Other duties consistent with the position purpose may be expected.
- Geelong Grammar School is committed to the safety of all students and has a zero tolerance of student abuse.
- Geelong Grammar School is committed to providing a safe and healthy environment. All Employees, contractors, students, volunteers, and visitors share a mutual responsibility to adhere to safety guidelines and contribute to this safe environment, in accordance with the *Occupational Health and Safety Act 2004 (Vic)*.
- Employment is conditional upon obtaining a Victorian Working with Children Check (Employment) and a National Police Check, or current VIT registration.
- Where applicable, employment as a Teacher is conditional upon maintaining a current VIT registration (inc. Police Check), proficiency in all of the AITSL Standards, First Aid qualifications and have current Anaphylaxis Management Accreditation in accordance with Ministerial Order 706 and the School's Anaphylaxis Management Policy. Teachers are expected to participate fully in the School's academic, pastoral and co-curricular programmes.
- Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education. Employees are required to attend a Discovering Positive Education training course.

Reviewed by:	Associate Director Finance
Approved by:	Employee Engagement
Effective Date:	9 July 2026