



## POSITION DETAILS

REPORT TO:	Manager Corporate Services
FTE:	As negotiated
CLASSIFICATION LEVEL:	Grade 3

## JOB SPECIFICATION

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. These schools provide an education of academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. They teach and train students in all aspects of life in such a way that God is seen as the centre of everything. They are an extension of the home and help parents fulfil the God-given mandate to bring up their children in His ways.

The primary corporate service functions of ACS are based at the Kings Park office for Sunrise schools, international schools, and ELCs.

The Human Resource Administrator position is based at the Kings Park Corporate Service Office and is accountable to the Manager HR & Payroll.

## POSITION OVERVIEW

<b>Position Summary</b>	The Human Resources (HR) Administrator works as part of the HR & Payroll team and is responsible for administrative duties across HR and payroll areas, contributing to the delivery of effective and efficient processes for Sunrise Christian School, Sunrise Christian School Whyalla, and Sunrise Christian School Early Learning Centres.
<b>Reporting / Working Relationships</b>	<ul style="list-style-type: none"><li>• The HR Administrator is accountable to and under the direction of the Manager HR &amp; Payroll or delegate.</li><li>• The HR Administrator works closely with members of the HR &amp; Payroll team, the Corporate Services team, the Principals &amp; ELC Executive Director, the School Office Managers, and the ELC Directors.</li><li>• The HR Administrator should maintain and foster positive relationships with all staff.</li></ul>
<b>Special Conditions</b>	<ul style="list-style-type: none"><li>• Some out of hours work may be required.</li></ul>



## KEY RESPONSIBILITIES

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<b>Tasks</b>	<ul style="list-style-type: none"><li>• You will have responsibility for the following activities and delivery of the following key tasks, under direction of the Manager HR &amp; Payroll or delegate:</li><li>• Prepare employment contracts, letters, and other HR documents and correspondence.</li><li>• Onboard new employees ensuring all training and compliance is complete.</li><li>• Maintain employee records in conjunction with the Payroll Administrator and process updates in the HR Information System as required.</li><li>• Coordinate with the Payroll Team to ensure correct employee data.</li><li>• Maintain and update HR documentation templates, forms, and position descriptions as directed.</li><li>• Monitor employee and contractor certificate expiry dates and ensure ongoing compliance (e.g. Working With Children Check, First Aid, Teachers Registration).</li><li>• Track and manage staff probation process in conjunction with Managers, ensuring all documentation is completed.</li><li>• End-to-end recruitment administration:<ul style="list-style-type: none"><li>○ Review and develop position descriptions.</li><li>○ Prepare and place job advertisements.</li><li>○ Job application management and communication.</li><li>○ Screening of candidates.</li></ul></li><li>• Assist with the annual Staffing Survey.</li><li>• Assist principals with staffing as required.</li><li>• Assist with required reporting as directed, including the annual Teacher Registration Board survey and Accountability Data.</li></ul>



	<ul style="list-style-type: none"><li>• Archiving of HR files and monitoring of relevant time periods.</li><li>• Contribute to the delivery of HR projects and programs.</li><li>• Maintain effective relationships with internal and external stakeholders.</li><li>• Undertake general administration tasks to ensure the effective operation of the HR &amp; Payroll team and provide general administrative support to the Manager HR &amp; Payroll.</li><li>• Assist with policy development and reviews as required.</li><li>• Other duties as required or agreed.</li></ul>
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## PERSON SPECIFICATION

### ESSENTIAL MINIMUM REQUIREMENTS

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• While no formal qualifications are required, relevant experience will be highly regarded.</li></ul>
<b>Compliance</b>	<p>The following mandatory training and certifications are required:</p> <ul style="list-style-type: none"><li>• A current satisfactory WWCC (Working with children check) will be required at commencement of employment.</li><li>• Proof of completion of Responding to Risks of Harm, Abuse &amp; Neglect will be required at commencement of employment.</li><li>• A recent National Police Clearance Check.</li><li>• Sexual Harassment Awareness Training.</li><li>• Protective Practices Training.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience in the interpretation of the Fair Work Act, National Employment Standards, and Awards and agreements in the workplace.</li></ul>



	<ul style="list-style-type: none"><li>• Proven experience in completing administrative tasks with a high degree of accuracy to a high standard.</li><li>• Experience in working as part of a team.</li><li>• Experience in Microsoft Word, Excel, and Outlook.</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Sound knowledge and understanding of general administrative systems and processes.</li></ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"><li>• Ability to grasp concepts and processes quickly and apply learned knowledge.</li><li>• Outstanding attention to detail.</li><li>• Excellent interpersonal and communication skills to successfully engage a range of stakeholders.</li><li>• Ability to complete work accurately to a high standard.</li><li>• Ability to work in a team and autonomously.</li><li>• Flexibility to work with changing priorities and deadlines where needed.</li><li>• Ability to demonstrate initiative and to take a proactive and flexible approach to tasks where appropriate.</li><li>• High level of organisational skill.</li><li>• Ability to maintain confidentiality in all situations.</li></ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre.</li><li>• An established faith and active involvement in a local church.</li><li>• A proven lifestyle founded on Biblical Christian principles.</li><li>• A life that demonstrates the indwelling of the Holy Spirit.</li><li>• A willingness to affirm the foundation statements and principles promulgated by the School and ACS.</li><li>• A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.</li></ul>



## DESIRABLE CHARACTERISTICS

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Having or working towards a relevant tertiary degree will be highly regarded.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Previous experience in a similar HR or payroll role, particularly in a school or a not-for-profit organisation would be an advantage.</li></ul>

The requirements of this Job and Person specification are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This Job and Person specification should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Manager. The Manager Corporate Services may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Authorised by: \_\_\_\_\_  
Manager Corporate Services, Sunrise Christian School

Date \_\_\_\_\_

Accepted by: \_\_\_\_\_  
Applicant

Date \_\_\_\_\_