**Position/ Job Description: HR Officer / Finance Officer – 1 Year Contract – 0.6 FTE (3 days/week)**

An exciting opportunity exists for a professional and highly motivated individual to join our passionate and committed staff. Playford College is an Islamic school and serves the communities of the Northern Suburbs with over 350 enrolments from Foundation to Year 10, expanding to Year 11 in 2021. Our staff strives to learn and grow together and support each other’s unique gifts and talents so that we can best meet the needs of our students and their families.

**Position overview:**

Reporting to the Principal and Business Manager, the Payroll/Human Resources Officer will be responsible for the Payroll function and development and implementation of operational Human Resources processes across the School.

**Key Responsibilities:**

Administration Duties

Undertake administration duties as required by the leadership team.

Recruitment and Induction

* Develop and implement processes for recruitment of all staff, teaching and non-teaching, including preparation of position descriptions, drafting and placing job advertisements, and management of applications. Facilitate the interview process and liaise with candidates/applicants.
* Review recruitment methods and develop innovative and alternative methods of recruitment to attract and retain high quality staff
* Develop and maintain template documents for interview guides, reference checks, and letters of offer and employment documentation
* Ensure all candidates have Working With Children Checks or DCSI registration and other relevant employment documentation
* Prepare engagement documentation for successful applicants
* Working with senior staff develop, monitor and evaluate induction for all staff including casual staff

Policies, Procedures and Compliance

* Review, develop, and implement all HR reacted policies and processes to meet best practice and relevant legislative and regulatory requirements
* Review training needs for General Staff with regard to policies and implement training programs in liaison with the Business Manager
* Ensure that staff records are maintained to meet organisation and statutory requirements
* Develop and maintain template documents to support all HR processes across the School
* Review exit procedure for all staff
* Ensure compliance with Child Safe Standards

HR Advice

* Provision of advice to the Principal and Business Manager regarding HR matters including policies, employment conditions, employee relations, workforce planning and legislative changes
* Advise staff on HR matters including entitlements and employment conditions

General

* Completion of HR Surveys
* Management of HR function on Sentral
* Management of WorkCover Claims and oversee the Return to Work process

Finance Duties

* Perform all administrative and processing functions necessary to ensure the accurate and timely payment of salaries
* Prepare all calculations for pay adjustments, long service leave, pro-rata, backdated and termination payments for review and authorization by the Business Manager
* Administration of salary packaging for staff
* Within legislative time frames, prepare monthly contributions’ returns and payment of all statutory obligations
* Accurately maintain the School’s personnel records for all staff in relation to leave, work history, remuneration and personal details
* Maintain the Xero records for staff Annual, Sick and Carer’s Leave entitlements and histories. Maintain employee personnel records
* Respond to staff salary and superannuation queries
* Maintenance of parental leave payments
* Assist the Business Manager with the formulation of the Annual Budget in relation to salary, staffing levels and superannuation data
* Provide information as required by the Auditors for testing
* Provide reporting as required by the Business Manager

This position description is an overview of the duties of this role and does not represent the entirety of this position. Playford College reserves the right to vary this position description to meet the changing needs of the School.

**Key Relationships**

Internal

* Principal
* Deputy Principal
* Business Manager
* Finance Manager
* Staff

External

* Recruitment Agencies
* Consultants and legal advisors
* Candidates
* Association of Independent Schools South Australia (AISSA)

**Position Requirements**

Knowledge, Skills and Experience

The successful candidate will ideally possess:

* Qualifications in Payroll and Human Resources or related discipline
* Experience in a Payroll/HR role
* Previous experience within the education sector well regarded
* High level interpersonal and communication skills and the proven ability to build trust, rapport and harmonious and cooperative working relationships at all levels
* Demonstrated high level analytical, conceptual and problem-solving skills
* Excellent organisational, administrative and time management skills including strong attention to detail
* Proficiency in Microsoft Word, Excel and data base management
* Current Working with Children’s Check
* Police Check

Workplace Health and Safety

Employees are responsible and accountable for:

* compliance with workplace policies and procedures for risk identification, risk assessment and risk control;
* active participation in activities associated with the management of workplace health and safety;
* identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace; and
* correct utilisation of appropriate personal protective equipment

Child Safety Standards

Playford College is committed to ensuring that all those engaged in our school promote the fundamental right of children and young people to be respected and nurtured in a safe school environment.

We have zero tolerance of child abuse and expect all of our staff to:

* Be aware of, understand and comply with the School’s Child Safety Policy and Code of Conduct, including the Child Safe Standards, and demonstrate behaviours in accordance with these;
* Be in possession of a current and valid Working with Children Check;
* Respond according to the School’s policies and procedures when interacting with children and young people, taking all allegations and concerns very seriously; and
* Be committed to providing a safe environment for all children and young people, promoting physical, emotional and cultural safety.

**Salary:**

Renumeration will be based upon the successful applicant’s level of experience as specified in the current Playford College Salaries and Conditions.

**Commencement of Duties:**

January 2021

**Application Closing Date:**

9:00am Wednesday 14th October 2020

**Application Declaration**

**(Teaching and General Staff positions)**

***This form must be attached to all applications and all areas must be completed.***

**Section A: Personal Details:**

Title: \_\_\_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suburb: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Australian Citizen:

Current DCSI or WWCC: Ref # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mandatory Notification (RAN): Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Aid: Course name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section B: Position Details**

|  |  |  |
| --- | --- | --- |
| Position applying for |  | |
| Application closing date |  | |
| Relevant Formal Qualifications  (eg Dip Ed, B.Ed, Cert IV etc.) |  | |
| Current position held and years of service |  | |
| Notice period required |  | |
| Referees  (Please provide at least 3 professional referees, including their name, company/school, position, contact number and relationship to you) |  |  |
|  |  |

**Section C: Declaration**

**Please respond (Yes/No) to the below questions and sign the declaration at the end of this form:**

|  |  |
| --- | --- |
| Have you ever been investigated, charged, arrested or found guilty of any criminal offence? (Indicate ‘no’, where an expiation notice only was received) |  |
| Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory performance? |  |
| Have you ever or are you currently the subject of an investigation or any other process relating to unsatisfactory performance or misconduct by you as an employee? |  |
| Have you ever been the subject of allegations of misconduct by you of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing education or other service? |  |
| Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process? |  |
|  |  |

**Please note: if you answer ‘Yes’ to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets)**

**If you chose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Deputy or Principal to discuss.**

I have opted not to answer one or more of the above questions and ask that a meeting be arranged between the Deputy and Principal and myself.

*Please note: If you request a meeting you must submit your application at least one week prior to application closing date.*

**Declaration:**

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered the Employment Declaration Form truthfully.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section D: Checklist (documents to be included in your application)**

Playford College Application Declaration (signed and dated) ☐

Cover Letter / Application ☐

Current Resume ☐