

Human Resources / Finance Officer

12-month fixed term contract with strong chance of continuation – immediate start or by mutual agreement.

Exciting opportunities exist for professional and highly motivated educators to join our passionate and committed 2024 team. Playford College is an Islamic school and serves the communities of the Northern Suburbs with over 620 enrolments from Foundation to Year 12. Our teaching team 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.

This role is responsible for providing effective support to the Human Resources and some of the Finance functions, including the payroll, at Playford College.

The Human Resources and Finance Officer is a member of a team working together to ensure people management and financial management practices are of a high quality and support the aims and values of the College through providing professional HR, payroll and finance advice and guidance to line managers and staff.

The role will involve working collaboratively with all departments within the College to ensure a safe and healthy work environment, as well as implementing and maintaining HR policies and procedures that align with the College's mission, vision and values.

The successful applicant will demonstrate a high level of organisation, including:

- Experience in the administration of all HR processes and some understanding of employment legislation.
- In depth knowledge and application of Industrial Awards.
- Working knowledge of payroll, including STP and leave accruals and liabilities.
- Working knowledge of Accounts Receivable and Accounts Payable.
- Ability to support and embrace process improvements.
- High level knowledge of Microsoft Office suite.
- High level attention to detail and accuracy as well as sound logic and numeracy skills.
- Proven ability to communicate in writing and orally, in a clear and concise manner.
- Monitor and review the College's HR and WHS policies and procedures to ensure they remain current and effective.

The successful applicant will work in a busy environment, with a positive and supportive culture. Some benefits include salary packaging, professional development, close to public transport and free parking.

For further information, including a comprehensive role description, please visit the college website www.playfordcollege.sa.edu.au



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Applications including a cover letter, should reach the College by Monday 05 February 2024.
Enquiries can be made via jobs@playfordcollege.sa.edu.au

Child Protection screening procedures apply.



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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: _____

Teacher Registration (if applicable): _____ 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?	
(If applicable) Do you have any conditions on your SA Teachers Registration?	

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: _____



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

- Playford College Application Declaration (signed and dated) ☐
- Cover Letter / Application ☐
- Current Resume ☐
- Teachers Registration (if applicable) ☐