



Position	HR & Payroll Officer
Employment Status	Permanent Full-time FTE 1.0
Position Type	Non-Teaching
Days/Hours per Week	37.5 hours per week, 48 weeks per annum 8.30 am – 4.30 pm Monday to Friday
Position Grade	4
Stream	Education Support Officer - Administration Stream

Reporting Relationships

- Operational Manager: Finance Manager
- Executive Manager: Director of Business
- Appointment Authority: Principal

Broad Purpose

The Payroll and Human Resources (HR) Officer is responsible for the accurate and timely review of payroll and assisting the finance team, staff and management with all payroll enquiries. The role supports the HR function of the School, assisting with recruitment, induction, onboarding and record management.

The Payroll and HR Officer works closely with the Finance Manager.

The Payroll and HR Officer will contribute to the effective and efficient implementation of best practice Payroll and HR practices that reflect the ethos and strategic direction of Blackfriars Priory School.





Key Responsibilities

Payroll

- Provide administrative support to assist in meeting the School's organisational goals.
- Calculate and maintain wage and salary records for the school payroll.
- Review and process payroll calculations for authorisation by others.
- Provide standard information to employees on salaries and conditions of employment.
- Apply a detailed knowledge of the Enterprise Agreement and SACCS/CESA policies to enable provision of general payroll advice to other employees.
- Calculate, record and maintain employees leave entitlement records.
- Interpret standard provisions of the Enterprise Agreement and employment contracts.
- Manage salary packaging and fringe benefit tax requirements with advice from others.
- Under direction, calculate specialised requirements such as eligible termination payments, superannuation trust deed requirements, redundancy and workers compensation matters (subject to approval).
- Assist with school audit matters, particularly pertaining to payroll.
- Manage multiple inboxes and systems.
- Liaise with external suppliers, customers, parents/caregivers and employees.
- Complete data entry and maintain financial information in line with school's systems, policies and practices.
- Maintain current working procedure documents for all data entry processes.
- Assist with internal archiving processes

Human Resources Administration

- Facilitate recruitment and engagement of new staff, changes to existing staff, reviews and exit processes.
- Manage employee data entry into the HR system.
- Manage the creation and uploading of job advertisements to a variety of platforms, including newspaper/print, Catholic Education SA (CESA) position vacancies site, SEEK and the school website.
- Ensure pay structures are aligned to the Enterprise Agreement (EA) (as amended or replaced) and are within the School's budgeting parameters.
- Ensure all contracts of employment are provided and communicated to staff members in a timely manner and are compliant with the CESA EA (as amended or replaced), CESA guidelines and any other legal employment requirements.
- Coordinate any new staff requiring induction into the School.
- Advise line managers of all new employees eligible to undergo probation interviews prior to permanent appointment.



- Assist with ensuring all staff have their mandatory clearances and qualifications, including Working with Children Checks (WWCC), RRHAN-EC certificates and any training requirements etc.
- Liaise with members of the Leadership Team, Administration Coordinator and Finance Manager as required for resource allocation requirements.
- Ensure payroll and personnel records are provided and filed appropriately and securely.
- Full engagement and proficient with a range of ICT (Microsoft O365 suite) that support the efficiency and professionalism of all HR work.

Other Duties

- Promote a safe working environment for all staff, students and volunteers.
- Report any unsafe work practices to the Risk and Compliance Manager or committee.
- Any other duties as directed by the Director of Business or the Principal.

Person Specification

- Demonstrated high level, interpersonal and collaborative skills, and an ability to be able to effectively communicate with suppliers, customers, students, parents/caregivers, staff, external agencies and visitors.
- Proficiency at using the 'Office Suite' and other applications including student reporting systems for external agencies and organisations.
- Experience in or exposure to payroll.
- A high degree of integrity, confidentiality and sensitivity with handling information and developing key working relationships.
- Accuracy and attention to detail in all aspects of the role, as well as highly developed administrative systems and procedures.
- Coordinate competing priorities and follow tasks through to satisfactory completion, including managing supplier, payroll, customer, student, parent, employee and general public enquiries.
- Effective written communication skills, including the ability to prepare clear and concise reports and correspondence.
- Demonstrated ability to handle sensitive information in a confidential manner.
- Excellent organisational skills including the ability to determine priorities, attention to detail and meet regular deadlines.
- Ability to work effectively as part of a team in a fast-changing environment, to work productively with limited supervision and to prioritise and work to deadlines.
- Demonstrated commitment to continual professional and personal development.
- Demonstrate a commitment to uphold, support and contribute to the values, vision and mission of Blackfriars Priory School.



Work Health and Safety

All employees are expected to:

- Perform the above duties in line with any safe work practices and processes, and conduct oneself at work in a manner that is safe to self and others.
- Be familiar with and understand WH&S policies of the School.
- Report all hazards, incidents, accidents when witnessed, in accordance with the School's WH&S policies and procedures.
- Complete WH&S education and training modules, as required.
- Use correctly any equipment provided for health or safety purposes.
- Follow reasonable instructions given by the School, in relation to health and safety at work.

Conditions of Employment

- A probationary review period of 6 months is applicable to all new permanent non-teaching employees
- The employee must undertake a performance review on an annual basis
- The Position Information Document is reviewed on a biennial basis to ensure the duties are accurate and the position conforms to the classification levels set out in the current SA Catholic Schools Enterprise Agreement.

Additional Qualification, Documentation, WHS and Compliance Requirements

All employees must ensure that they are fully compliant and will take personal responsibility to maintain and complete their:

- Screening clearance and a police clearance to work in Catholic Education SA in accordance with current guidelines (i.e., DHS Working with Children Check).
- Approved Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC).
- HLTAID012 Provide an emergency First aid response in an education and care setting.