DUTY STATEMENT

Payroll and HR Administrator

All Saints' College, in partnership with its families, community and the Anglican Church, empowers students to develop their potential, becoming confident, compassionate and committed to worthwhile service to the local and global communities.

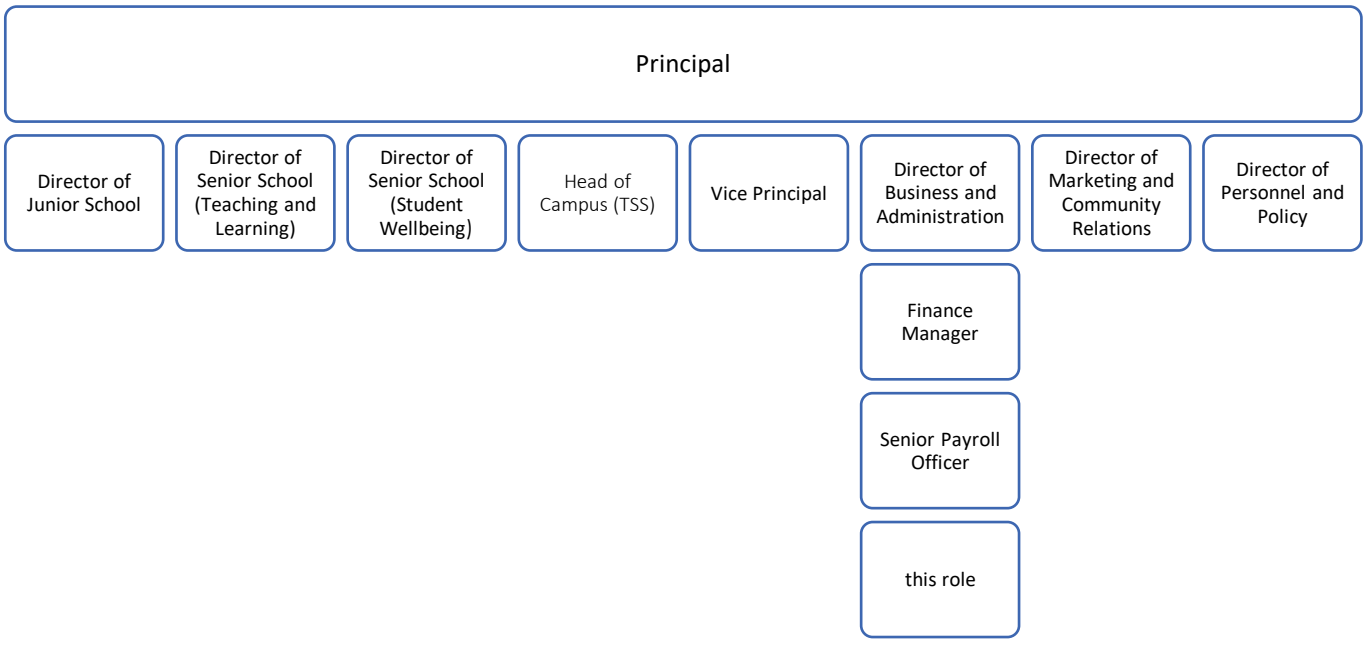
Position Purpose

What would I want, what would I do, if this were my child?

At All Saints' College, all staff recognise that relationships are at the centre of all we do. Recognising the value of each individual, our approach is human-centred, and we seek to provide a personalised education for each young person. Our focus is on the holistic development of every student, recognising there are as many measures of success as there are students at our College.

The Payroll and HR Administrator provides administrative and payroll processing support to the College, ensuring accurate and timely processing of payroll, maintenance of employee records, and compliance with payroll and employment-related requirements. The role supports the Senior Payroll Officer in the delivery of payroll services across the College and serves as the designated payroll backup to ensure continuity of operations during periods of leave or absence.

Organisation Structure



Key Responsibilities

The Payroll and HR Administrator plays an integral role in supporting the efficient delivery of payroll and HR administration services across the College. Key responsibilities include:

- Payroll operations and administration
- Business continuity support
- Leave administration
- Reporting and reconciliations
- Employee data management and compliance
- HR administration

Payroll Operations and Administration

Provide first-line support to the Senior Payroll Officer to:

a) Support the accurate and timely processing of payroll, including appointments, employment changes, terminations, timesheets, allowances, deductions and leave transactions.

b) Maintain accurate payroll, leave and employee records, ensuring data integrity, confidentiality and compliance with legislative, industrial and College requirements.

c) Administer employee leave transactions, monitor leave records and approvals, and assist with leave reporting and audits.

d) Provide high-quality customer service by responding to routine payroll enquiries and assisting employees with payroll-related information and documentation.

e) Prepare payroll reporting, reconciliations, superannuation, salary packaging, payroll tax administration and end-of-year payroll activities.

f) Monitor payroll compliance requirements, identify discrepancies and support payroll audits, quality assurance activities and continuous improvement initiatives.

g) Maintain payroll procedures, documentation and records to support operational effectiveness, compliance and business continuity.

Business Continuity

a) Independently undertake designated end-to-end payroll processing responsibilities to maintain payroll capability and operational readiness.

b) Develop and maintain a strong understanding of Awards, payroll procedures and policies and legislative requirements.

c) Act as relief Senior Payroll Officer during periods of annual leave, long service leave, professional development and other absences.

d) Undertake payroll processing, employee query management and critical payroll administration activities under delegated authority when providing business continuity coverage.

e) Complete payroll reconciliations and quality assurance checks prior to payroll finalisation.

HR Administration

a) Manage employment compliance requirements, including Working with Children Checks, teacher registration, mandatory training and other employee certifications, ensuring timely renewals and accurate recordkeeping.

b) Assist with employee onboarding, offboarding, recruitment administration and employment documentation.

c) Maintain accurate HR systems, employee records and workforce data, ensuring compliance with privacy and recordkeeping requirements.

d) Prepare routine HR documentation, correspondence and reports and provide general administrative support to the Personnel and Policy Department

Staff Expectations

a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the College's professional standards and being supportive of the Anglican ethos of our College.

b) Take an active part in the general life of the College — supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation and promote a high quality of education within the College.

c) Operate as a 'team player' always and fully support the Principal, Executive Team and activities of the College.

d) Attend and contribute positively to staff meetings as required and, on occasions, extraordinary meetings.

e) Maintain professional confidentiality concerning information about staff and/or students.

f) Strive to implement productivity, quality, and service improvements on a continual basis.

g) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.

h) Comply with Occupational Safety and Health requirements in the workplace.

i) Ensure that all documents are prepared and presented in a professional format in keeping with College practice and that high standards of written communication are maintained.

j) On occasions, you may be directed to undertake other duties as required.

The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.

ERIC: our College values of empathy, respect, integrity and courage

Selection Criteria

Essential

- Experience in payroll, HR or related administration.
- High level of accuracy and attention to detail.
- Strong organisation and time management skills.
- Proficiency in Microsoft Office and business systems.
- Strong communication and customer service skills.
- Ability to maintain confidentiality and handle sensitive information.

Desirable

- Qualification in, or studying for, Payroll, HR, Business Administration or a related field.
- Experience in payroll processing and administration.
- Experience in a school or education environment.
- Knowledge of awards, enterprise agreements and payroll legislation.
- Experience using payroll and HR systems such as Synergetic and OrgView.
- Understanding of employment compliance requirements and record management.

October 2026