Payroll & HR Administrator

(PERMANENT PART-TIME AT 0.5 FTE)

Role Highlights

- Join a collaborative and supportive HR and Finance team within a leading independent school.
- Develop your payroll expertise while gaining broad exposure to human resources administration.
- Play a key role in ensuring employees are paid accurately and on time while supporting important employee lifecycle processes.
- Serve as the designated payroll backup, building valuable operational knowledge and capability.

The Role

All Saints' College is seeking an organised, detail-oriented and customer-focused professional to join our team as a Payroll & HR Administrator.

Reporting to the Senior Payroll Officer, this position provides administrative and payroll processing support across the College. The role the role supports payroll operations, employee record management, employment compliance and broader HR administration activities.

Working closely with both the Senior Payroll Officer and Personnel teams, the Payroll & HR Administrator supports the accurate and timely processing of payroll and serves as the designated payroll backup to ensure continuity of operations during periods of leave and absence

Key Responsibilities:

Payroll Operations & Administration

- Support the accurate and timely processing of payroll transactions, including appointments, employment changes, leave and terminations.
- Maintain payroll and employee records.
- Respond to payroll enquiries and provide high-quality employee support.
- Prepare payroll reporting, reconciliations, superannuation, salary packaging, payroll tax administration and end-of-year payroll activities.
- Contribute to payroll audits, quality assurance and process improvement initiatives.
- Maintain payroll procedures and documentation.

Business Continuity Support

- Develop and maintain a working knowledge of Awards, Enterprise Agreements, payroll procedures, policies and relevant legislative requirements.
- Undertake designated end-to-end payroll processing responsibilities to maintain payroll capability and provide business continuity.
- Act as relief Senior Payroll Officer during periods of leave and absence.
- Complete payroll reconciliations and quality assurance checks prior to payroll finalisation.

HR Administration

- Manage employment compliance requirements, including Working with Children Checks, teacher registration, mandatory training and employee certifications.
- Assist with employee onboarding, offboarding, recruitment administration and employment documentation.
- Maintain accurate HR systems, employee records and workforce data.
- Provide general administrative support to the Personnel and Policy Department

About You

You are a detail-oriented administrator with experience supporting payroll, human resources or employee services functions. You have a strong understanding of the importance of accuracy, confidentiality and compliance, and enjoy providing responsive support to employees and managers. Comfortable working with data and systems, you can manage competing priorities while maintaining high standards of service and attention to detail.

Successful applicants will demonstrate:

- Experience in payroll, human resources, finance administration or a similar administrative role.
- Strong attention to detail, particularly when working with payroll, employee records and compliance documentation.
- Ability to interpret and apply policies, procedures, Awards and employment-related information.
- Experience maintaining accurate records and handling confidential information with discretion.
- Strong organisational skills with the ability to manage multiple deadlines and competing priorities.
- Well-developed written and verbal communication skills, with a customer-service mindset.
- Intermediate to advanced Microsoft Office skills, particularly Excel and Outlook.
- Ability to work collaboratively across teams while also managing tasks independently.
- A proactive approach to problem-solving, process improvement and continuous learning.

Desirable

- Qualification in, or working towards, Payroll, Human Resources, Business Administration or a related discipline.
- Experience processing payroll, including employee appointments, leave administration and employment changes.
- Knowledge of Australian payroll legislation, superannuation, taxation and payroll compliance requirements.
- Experience interpreting Awards and Enterprise Agreements.
- Experience in an education or not-for-profit environment.

About All Saints'

All Saints' College is one of WA's leading coeducational independent schools, catering to students from Kindergarten to Year 12. With a focus on developing students as individuals to become confident global citizens, the College's innovative and future-focused approach to education allows students and staff to explore diverse pathways and opportunities.

Situated on Gabbiljee (Bull Creek), the College's vast and landscaped 19-hectare property features state-of-the-art facilities, integrated natural environments, contemporary learning spaces, and unique community spaces for connecting and sharing, including the College café, Wanju. ASC staff members form a core part of the diverse and welcoming College community, and, along with our students, parents and community members, contribute to that 'All Saints' feeling'—where diversity is celebrated, individuals bring their best selves, and learning through failing (or 'flearning') is encouraged.

The Benefits

We're committed to creating a workplace where talented people feel supported, valued, and inspired to thrive. That's why we offer a comprehensive suite of benefits designed to enhance your wellbeing, reward your contribution, and support your life both inside and outside of work. From financial advantages and generous leave entitlements to professional growth opportunities and a vibrant staff community, our benefits reflect our dedication to attracting and retaining exceptional staff.

- Enjoy extensive paid parental leave and long service leave entitlements
- Benefit from additional leave over Christmas and New Year, beyond your annual leave (non-term time staff)
- Convenient free onsite parking for all staff
- Restless Curiosity and Professional Development opportunities
- Discretionary two-hour scheme to help manage essential appointments during the workday
- Engage in regular social and wellbeing activities and events
- Free wellbeing support with access to employee assistance program
- Onsite childcare centre
- Staff savings with third parties such as Paywise, HBF, Westpac and Flight Centre

Our vision

Making a positive difference in our world.

Our mission

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.

Our values

Empathy: seeking to understand the perspective and experience of others
Respect: for self and others, for community and environment

Integrity: acting with moral strength and grace, guided by humility and compassion
Courage: to be our best selves

How to Apply

A one-page cover letter, addressed to the Finance Manager, and an up-to-date CV submitted via the Apply button.

Applications for this position will close no later than 1pm Friday 20 November, however, applications will be shortlisted as they are received, and the ad will be closed once a suitable applicant has been identified. Therefore, we encourage you to apply early.

Further Information

A copy of the Duty Statement can be accessed from the Employment page of the All Saints' College website: https://allsaints.wa.edu.au/employment/

For role-specific questions, please contact Rittika Malhotra, Finance Manager, on (08) 9319 9333 for a confidential discussion.