

Schedule 1



POSITION DESCRIPTION
HUMAN RESOURCES ADMINISTRATIVE ASSISTANT

Created	August 2013	Authorised: Principal	Signed:
Reviewed	October 2017	Authorised: Principal	Signed:
Reviewed	July 2018	Authorised: Principal	Signed:
Reviewed	December 2021	Authorised: Principal	Signed:



HUMAN RESOURCES ADMINISTRATIVE ASSISTANT

Section 1. School Identification

Kingsway Christian College (governed by the Kingsway Christian Education Association (KCEA) Inc.) located at 157 Kingsway, Darch 6065, Western Australia

Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with approx. 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is committed to providing students with a safe and friendly learning environment, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. Kingsway is an alcohol, illegal drug and tobacco free campus.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program incorporating an Employee Assistance Program.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

Section 3. The Position

Title

HR Administrative Assistant

Department

Human Resources

Tenure

Commencing January 17, 2022. Permanent position, subject to the satisfactory completion by the appointee of a three (3) month probationary period, to a standard acceptable to the College.

Workload

Part-time (0.4FTE) appointment - 2 days per week, 8am to 4pm

Section 4. Remuneration Terms and Conditions

KCEA Education Assistants and Non-teaching Staff EBA 2014-2017.

Section 5. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising the positions of the Director of Corporate Services, Dean of Primary, Dean of Secondary, Dean of Christian Formation, Director of Community Engagement and the Director of Information Technology.

This position reports to the Human Resources Manager.

Section 6. Duties and Responsibilities

Overview

Role

The role of Human Resources Administrative Assistant is to support the Human Resources Manager in the provision of timely, efficient and effective HR service to the College. The position expects the Human Resources Administrative Assistant to maintain a high level of confidentiality and security regarding all correspondence, information and documents handled by the Human Resources Office.

Christian Values

The position requires you to be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community;
- Modelling Christian behaviour, practices and beliefs;
- Building cooperative and supportive relationships with staff, students and parents;
- Striving for excellence in performance and participation;
- Always acting in the best interests of the College, the Association and its ethos.

Specific Duties and Responsibilities

Under the direction of the Human Resources Manager your duties include, but are not limited to, the following:

Compliance:

- Monitor staff, volunteers, practicum students and school-based trainees compliance in relation to:
 - Working With Children Check (WWCC) Cards
 - Department of Education Nationally Coordinated Criminal History Check.
 - Teacher Registration Board of WA
 - On-line training units
- Maintain employee data in relation to compliance requirements

Recruitment:

- In collaboration with Human Resources Manager, review and finalise position descriptions
- Using appropriate advertising methods, create and publish position advertisements
- Receive and acknowledge all applications and enquiries in a timely and professional manner and create and maintain database to track applications received
- Maintain appropriate recruitment records
- Finalise interview questions in consultation with relevant stakeholders
- Prepare and distribute shortlisting packs to selection panel members
- Upon receipt of completed shortlisting matrix, schedule and arrange interviews of shortlisted applicants
- Prepare and distribute interview packs
- Respond to applicants advising on outcome of application as required
- Maintain hard-copy and electronic record of recruitment documents in accordance with employment legislation and auditing purposes and file documentation according to HR processes

Appointments & Variations of Employment:

- Receive Notification of Appointment to Staff form or Change to Conditions of Employment Form and follow process, ensuring appropriate signoff
- Maintain appropriate records of staff changes
- Provide Payroll Officer with forms for completion of salary details for appointed position
- Using relevant template, generate appointment or variation letter
- Create and maintain files for new staff following HR processes
- Monitor return of appointment documentation and follow-up on outstanding documents as required

TASS HR Module:

- Regular maintenance of the staff data including:
 - Enter details of new staff
 - Update and maintain staff data accurately and efficiently, ensuring payroll deadlines are met
 - Generate staff reports as required
 - Update and maintain staff Professional Development records to ensure compliance

Induction:

- Update induction pack documents in liaison with relevant stakeholders
- Prepare induction information packs for new staff induction sessions throughout the year
- Other Induction duties as required

General HR tasks:

- Respond to general HR queries in accordance with College policies and Australian employment legislation and awards
- Coordinate staff and student vehicle permits and provide regular report to Property & Services Manager
- Maintain employee files in accordance with privacy legislation and College policy
- Archive staff records in accordance with privacy legislation and College policy

Other:

- Workplace health and safety tasks as required
- Other duties as required

Section 7. Selection Criteria – Human Resources Administrative Assistant

Pre-requisites

1. Have or obtain a valid Criminal History Clearance no more than three (3) months old
2. Have or have ability to provide a current and valid Working with Children Check card
3. Written reference from your Church Pastor / Minister.
4. Legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details

Essential Criteria

1. Have a personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
2. Supportive of, the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.

3. High-level communication skills, written and verbal, with high level attention to detail and meticulous work presentation.
4. Demonstrate outstanding interpersonal skills, to enhance positive relationships with the external and internal College community.
5. Possess initiative and be a self-starter able to work with limited supervision, or as an effective part of a team, to achieve completion of tasks to deadlines.
6. Demonstrate exceptional organisational skills, self-motivation, and ability to work independently, exercising initiative within guidelines.
7. High level computer literacy with a sound knowledge of Microsoft Word, Excel, database systems and other College reporting systems.
8. Demonstrate previous experience in managing information and material of a highly confidential and sensitive nature.

Desirable Criteria

1. Hold qualifications in Human Resources or previous experience relevant to the position.
2. Previous experience in TASS data management system.
3. Previous experience in a school environment.

Section 8. Application Process

Applications must include a completed Admin & Support Staff Application Form, responses to the selection criteria above, a detailed CV and a written reference from your current church Pastor or Minister.

For full details please visit the College [website](#) or contact the HR Manager on 9302 8777 or HR@kcc.wa.edu.au.

Applications Close: 12 noon, 10 December 2021

**Peter Burton
Principal
December 2021**