



HALE SCHOOL

JOB DESCRIPTION

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| Date | March 2026 |
| Position Title | Payroll Officer |
| Reports to | Finance Manager |

Summary

The primary role of the Payroll Officer is to perform duties relating to payroll and superannuation for the ~500 permanent, fixed term, contract and casual staff employed by the School. The role also encompasses maintaining the payroll records and other administration duties.

Responsibilities

- End-to-end processing of the School's fortnightly payroll, including all calculations for overtime, shift penalties, term time only, workers compensation and leave adjustments.
- Update and maintain the Synergetic and Payroll package databases with specific employee information (Employment details, Single Touch Payroll declarations) and payroll records (EFT Payment details, Superannuation Fund selections).
- Manage and maintain the School's superannuation requirements, including SAFF uploads to our Superannuation Clearing House, reporting and external contractor reviews.
- Liaising with staff and management with payroll queries.
- Reconcile salary packaging of staff and communicate with external providers as required.
- Preparation of term time only staff spread pays at the commencement of the new school year.
- Preparation of termination pays for all permanent staff.
- Preparation of leave adjustments for teaching staff on fixed term contracts and teachers that resign part way through a calendar year.
- Preparation of parental payment calculations for permanent Teaching and Administration & Operations staff.
- Maintain a close work relationship with Human Resources staff to ensure Fair Work Australia and Australian Taxation Office releases are reviewed for potential impacts to Hale School payroll processing.
- Thorough understanding of the School's EBA's and overarching Government Awards, including the Educational Services (Schools) General Staff Award.
- Process journals relating to superannuation, payroll and general ledger as required.
- Assist with year-end audit processes in December and January each year.
- File employee records regularly and maintain accurate filing systems and databases specific to Payroll information.
- Maintain confidentiality and security of all records and correspondence regarding Payroll.
- Undertake other duties as may be directed by the Headmaster, Director of Finance & Governance or Finance Manager.
- Demonstrate an awareness of all emergency management procedures in their work area.
- Maintain the ethos of Hale School by acting in a manner that supports the School's Values, Statement of Purpose, Ethos and Anglican framework.

- Be aware of and understand the obligations of working in accordance with the School's Mandatory Reporting and Child Protection, Staff Conduct and Discipline, Critical Incident Management Guidelines, Policies and Procedures.

The Headmaster, at his sole discretion, reserves the right to vary your duties at any time. Such a variation of your duties does not constitute a breach of contract or termination of your employment. As part of the School's routine pre-employment practices, the School will contact your referees and/or previous employers to ask specific mandatory questions relating to Child Safety. We also reserve the right to conduct social media checks, as part of this process.

Key Working Relationships

- Finance Manager
- Director of Finance & Governance
- Director of Staff Development & Human Resources
- Human Resources Manager
- Executive Chef
- Safety & Systems Officer
- Executive Assistant to the Headmaster's Office
- Other administration staff
- Teaching & Operations Staff
- Other members of the Hale School Community

Qualifications and Experience

- Strong interpersonal, organisational and communication skills
- Demonstrated knowledge and understanding of computerised accounts payable systems
- A minimum of five years' end-to-end payroll processing experience, in a role with multiple Award interpretation
- Attention to detail and high level of accuracy
- Ability to work to deadlines
- Strong bookkeeping skills
- Ability to work effectively in a team environment

Child Protection

Hale School takes child protection seriously and is committed to supporting the wellbeing of all children and young people, respecting their dignity, ensuring their safety, and protecting them from abuse and other harm.

All candidates for roles at Hale School are subject to rigorous screening procedures and assessment as a condition of employment.

All staff are required to uphold the standards and adhere to the procedures outlined in our Code of Conduct for all Staff, Code of Ethics, Child Safety and Child Protection and Mandatory Reporting Policies.

As part of your duties and responsibility as an employee you will be required to:

- Promote the safety and wellbeing of children and young people.
- Ensure your interactions with children and young people are positive and safe.
- Provide appropriate support and supervision of children and young people in your care.
- Act as a positive role model for children and young people.
- Participate in regular performance management and professional learning linked to our Codes of Ethics and Code of Staff Conduct, Child Safety and Child Protection and Mandatory Reporting Policies.
- Maintain an up to date and valid Working with Children Check.
- If appropriate meet professional standards for teachers and maintain teacher registration and,
- Report to the Headmaster any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

The Hale School community has zero-tolerance for child abuse, and all allegations and safety concerns are treated very seriously and consistently with our robust safeguards and procedures.