



POSITION HOLDER:	Vacant
SECTION:	Administration
POSITION REPORTS TO:	Human Resources & Professional Learning Officer
REPORTS TO POSITION:	Nil
CLASSIFICATION:	Level 6 – General Staff as per The Friends' School (General Early Learning & Fitness Staff) Enterprise Agreement 2021
STUDENT CARE:	No
PERIOD OF EMPLOYMENT	Fixed-term, part-time until 13 December 2023
HOURS PER WEEK:	20 hours per week (days worked are negotiable)

PURPOSE

Support senior staff, the Human Resources Manager and the Human Resources & Professional Learning Officer with administration of the School's recruitment, selection, appointment and professional learning processes of the School. Undertake processes, systems, tasks and projects in support of the operations of these functions of the School.

PRIMARY DUTIES

- Ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child safe environment.
- To work with the Deputy Principal, Director of Teaching & Learning, Human Resources Manager and the Human Resources & Professional Learning Officer (HRPLO) in supporting and organising professional learning (PL) and regulatory training within the School including setting up training events, organising catering and researching and engaging training providers.
- To undertake work on the development, implementation, administration and support of staff in relation to the ConnX Human Resource system requirements with respect to PL and recruitment.
- To administer the day to day recruitment process in relation to identifying vacancies, advertising, organising interviews and interview panels and finalising the recruitment process. Prepare draft letters of offer for review by the HRPLO.
- To participate in the general staff PL Reference Group as required and take minutes of the meetings.
- To work closely with senior staff and provide administrative and project support to the professional learning program. To manage the timely distribution of PL opportunities

within the School.

- To be the systems administrator for the PL systems data and information.
- To ensure all new employees are compliant with the required Salt Web training,
- To administer the staff Registration to Work with Vulnerable People process for the School.
- To collate data and produce required KPI reporting for senior staff, School committees and the Board of Governors reports.
- To provide Human Resources administration support and systems administration of specified systems as required by the Human Resources Manager and the Human Resources and Professional Learning Officer.

KEY RELATIONSHIPS

- Facilities & Services Manager
- Buildings & Maintenance Manager
- Maintenance Team Leaders
- Building & maintenance staff
- Teaching staff
- Risk & Compliance Manager

DELEGATIONS

- Nil
However, the position-holder may be required to procure goods within their area, using a School purchase order. The purchase order limit will be set by the Head of Department. Invoices resulting from these purchases must be authorised by the relevant budget holder.

SELECTION CRITERIA

1. Understanding and experience of the [10 National Child Safe Standards](#) which strive to protect children and young people from abuse and neglect

2. Relevant qualifications in human resources, business, training and/ or equivalent experience.
3. Show a good understanding of professional learning and recruitment, as well as how these programs would work in an organisation.
4. Highly developed written, verbal and analytical problem solving skills with the ability to exercise initiative, prioritise workload and manage day-to-day work.
5. High level of interpersonal skills in dealing with members of the School community and both internal and external service providers.
6. Proven ability to maintain confidentiality and to work in a team environment.
7. Demonstrated high level of computer literacy and the ability to use standard software packages. System administration skills would be an advantage.
8. The ability to work safely in an office and School environment and be fit to undertake the inherent requirements of the position.
9. Show Strong support for the Purpose and Concerns and ethos of The Friends' School.
10. Must hold a current Tasmanian Working with Vulnerable People registration (employment), be fully vaccinated for COVID-19 and have a National Police Check (less than 6 months old).

C O N F I D E N T I A L I T Y

A School environment is one where you will have access to highly confidential information, therefore it is critical for the School to explicitly state the following:

Definition

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;

- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

Your obligations

- You are expected to:
- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the School's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description.

Name: Date:

Signature: