

Position Information Document

Human Resources Assistant

Cross Campus

Context

Sacred Heart College is a Catholic secondary school in the Marist tradition, comprising two campuses: Champagnat (Years 7–9) and Marcellin (Years 10–12). Marist education values presence, practicality, and purpose, recognising that formation happens through relationships, example, and meaningful work. Our mission is “to awaken in young people the desire to grow, to contribute, and to find their place in the world” (*In the Footsteps of Marcellin Champagnat*, 2023, [112]).

The Human Resources Assistant primarily supports the effective and efficient management of the employee lifecycle across the College. The role assists the Human Resources (“HR”) Portfolio through administrative support, compliance management, and assistance with recruitment and onboarding processes. Operating under the guidance of the Human Resources Manager and wider College staff, the Human Resources Assistant ensures that HR systems, processes, and requirements are met in a timely and professional manner and that confidentiality and discretion is maintained at all times.

The Human Resources Assistant will also provide relief support as required to Reception and Student Services.

Broad Purpose

The primary function of the Human Resources Assistant is to support the administrative and compliance functions of the College’s HR operations. This person is responsible for supporting accurate and timely HR processes across recruitment, induction, compliance, and staff records management. The role will also provide direct support to the Human Resources Manager and, more broadly, to the College Executive.

Qualifications and Experience

Essential qualifications and experience

- Demonstrated experience in administrative support, preferably within a human resources or compliance environment;
- Strong verbal and written communication skills, including the ability to prepare accurate professional correspondence; and
- High-level computer competency, with proficiency in Google Workspace and Microsoft Office Suite.

Desirable qualifications, skills and experience

- Experience working in a school or college environment;
- Completion of, or progress towards, a recognised qualification in Human Resources or a related discipline;
- Knowledge of payroll and human resources information systems, such as Preceda or Synergetic;
- Understanding of HR compliance frameworks and related legislative requirements; and
- Training or certification in workplace health and safety, industrial relations, or recruitment.

Personal attributes

- Understanding and support of the Catholic and Marist traditions, culture and ethos;
- High-level interpersonal and communication skills;
- Ability to prioritise competing demands with accuracy and attention to detail;

- Capacity to work independently and collaboratively;
- Friendly, adaptable, and professional in presentation;
- Ability to maintain confidentiality and accuracy in all tasks and duties; and
- Commitment to confidentiality and positive support of others.

Key Areas of Work

Recruitment and onboarding

The Human Resources Assistant will:

- provide administrative support for all stages of the recruitment and selection process, including advertising, applicant communication, scheduling, and referee checks;
- apply sound initiative and judgement when managing applicant queries, scheduling, and unforeseen changes;
- assist in the management the HR email inbox and respond to appropriate employment-related enquiries;
- prepare interview rooms and coordinate logistics such as catering as required;
- maintain records of applicants, interview notes, and outcomes;
- assist in onboarding processes, including induction programs and the preparation of contracts, variation letters, and other employment correspondence; and
- support exit processes including acceptance of resignations and associated record management.

Compliance and employee lifecycle

The Human Resources Assistant will:

- provide administrative support for compliance processes across the employee lifecycle, including probation periods, POR reviews, and annual reviews;
- assist in monitoring compliance timelines and flag potential lapses promptly before they become risks;
- ensure accurate and timely data entry into HR and payroll systems;
- maintain documentation and records of staff professional development in collaboration with the Daily Organisers;
- assist in the management of administration tasks in relation to volunteers and pre-service teachers, including maintaining records of required screening documentation;
- support contractor engagement and compliance requirements; and
- maintain accurate records of mandatory staff compliance requirements (e.g., Working with Children Checks ("WWCC"), Teachers Registration Board registration, child safeguarding, first aid).

HR Administration and Support

The Human Resources Assistant will:

- under guidance from the Human Resources Manager and Deputy Principal, confirm the accuracy of position information documents;
- assist the Human Resources Manager with reclassification requests;
- assist the Human Resources Manager with the identification, engagement, induction and monitoring of contractors, volunteers, third party providers and privately engaged providers at the College;
- under the guidance of the Human Resources Manager undertake research and prepare information to support the Human Resources Manager and College Executive, ensuring accuracy under time pressure;
- maintain professional correspondence with staff across appropriate HR matters, meeting deadlines and presenting information with clarity and professionalism;

- contribute to College-wide HR initiatives and projects as required;
- work collaboratively with staff at both Champagnat and Marcellin campuses to ensure HR requirements are met consistently;
- actively participate in Catholic Education South Australia (“CESA”) human resources initiatives eg HR Masterclass as well as school events/activities, meetings, required training and professional reviews; and
- respond to any other duties as assigned by the Principal or Deputy Principal through due process of consultation and negotiation.

Relief Support to Reception and Student Services

When required to provide relief at Reception and Student Services the Human Resources Assistant will:

- provide a professional, welcoming and efficient first point of contact for students, families, staff and visitors across both campuses;
- manage phone, email and counter enquiries and direct matters appropriately;
- support student attendance processes, including data entry, message relay and documentation updates;
- assist with student-facing services such as sign-ins, passes, lockers, lost property and routine enquiries;
- assist with distributing First Aid kits for events, excursions or co-curricular activities, ensuring they are returned to the appropriate area for restocking; and
- maintain accurate records, files, notices and administrative systems.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

The Human Resources Assistant will undertake other duties, as required by the Principal.

Screening and Compliance Requirements

The employee must hold and maintain the following certifications and clearances throughout their employment:

- a current WWCC in accordance with Catholic Education South Australia requirements;
- approved Mandatory Notification training (Responding to Risks of Harm, Abuse and Neglect – Education and Care);
- a current First Aid certificate or qualification (as applicable to the role);
- any additional certifications, registrations, or qualifications necessary for the safe and effective performance of the role; and
- an understanding of, and compliance with, all screening and clearance requirements applicable to employees, volunteers, and contractors.

Workplace health and safety

Workers have a responsibility to:

- take reasonable care for their own health and safety;
- avoid actions or omissions that may adversely affect the safety of others;
- follow reasonable instructions related to health and safety; and
- cooperate with College policies and procedures related to WHS.

In practical terms this means:

- using equipment and systems in a safe and appropriate manner;
- reporting hazards, incidents, or near misses promptly;

- participating in WHS training and induction as required; and
- following WHS guidance provided through CompliSpace and other College systems.

Behavioural Expectations and Fair Treatment in the Workplace

Employees of Sacred Heart College are expected to:

- uphold the Code of Conduct for Staff Employed in Catholic Education SA;
- act professionally and respectfully in all interactions with students, families, and colleagues;
- comply with policies and legislation related to equal opportunity, bullying, harassment, and workplace safety; and
- seek clarification or support if unsure about expected standards of behaviour.

Performance review

All employees are required to proactively participate in the College's Performance Development Program, including participation in periodic review discussions and goal-setting processes.

Conditions of employment

Award:	South Australian Catholic Schools Enterprise Agreement 2020
Category:	Education Support Officer
Stream:	Administration
Classification:	Grade 4
Prime location:	Marcellin Campus, Somerton Park, but with flexibility to work at any College site as required.

Reporting/working relationship

Immediately responsible to:	Human Resources Manager
Line management from:	Director of Business

References

Institute of the Marist Brothers of the Schools. (2023). *In the footsteps of Marcellin Champagnat: Marist educational mission* (2nd ed.). Rome: Marist Brothers – Secretariat for Education and Evangelisation.