

# Human Resources Assistant | Position Description



**Position title:** Human Resources Assistant

**Reporting to:** Head of Human Resources & Compliance

## Position summary:

Ascham values staff who demonstrate a positive and proactive approach to their work and have a willingness to participate in the life of the School. We look for vibrant, dedicated and capable staff who have initiative, empathy, a good sense of humour and a professional behaviour to achieve the School's objectives.

The Human Resources Assistant will support the Head of Human Resources with the day-to-day administration of the operational requirements within the Human Resources Department.

## Duties and Responsibilities:

- Follow up on On-Boarding documentation and outstanding contracts.
- Liaise with Payroll to ensure all employment changes are processed in time for the fortnightly pay run (Employee personal information changes).
- Prepare Statement of Service.
- Follow up on WWCC and update WWCC report
- Ensure working with children check clearances for paid employees and volunteers are completed, verified and recorded to comply with policies and legislation
- Filing and Maintaining of employee records (i.e., New and current employees, salary advice documents etc)
- Drafting and announcement of staff movements
- Assisting with the creation of employment contracts and letters when required (Casuals)
- Assist with staff queries
- Contribute to Human Resources Projects and activities
- Administrative assistance with Inductions.
- Administrative assistance with reports
- Deliver specific objectives as agreed with the Head of Human Resources and Compliance to achieve the values, goals and strategies of the School
- Provide administrative assistance with Human Resources projects
- Ensure compliance with the School's Code of Conduct and all other internal policies and procedures.
- Other administrative duties as required by the School.

## Professional Behaviour

- Contribute to the life of the School
- Behave in professional and confidential manner at all times
- Provide assistance to members of the department and share resources

## Essential Criteria

- Human Resources Qualifications or studying towards qualification
- Relevant Administration or Coordination experience, preferably in a Human Resources environment
- Highly developed interpersonal skills with the ability to build effective relationships and communicate with a diverse range of people
- Well-developed written and verbal communication skills
- Ability to work independently, prioritise and meet deadlines
- A friendly and positive attitude.
- The ability to multi-task in a fast passed environment.
- High attention to detail with strong administrative skills.
- Advanced skills in the use of Microsoft Office products (Word, Excel, Outlook)
- A valid Working with Children clearance

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_