



Ascham School



Human Resources Advisor Position Description

Human Resources Advisor

Department: Human Resources

Reports to: Head of Human Resources

Ascham is one of the world's leading girls' schools, and since its foundation in 1886 has educated girls who develop into confident, independent, compassionate young women. Ascham is an inclusive, day and boarding school for students in years P-12, within a warm, welcoming and collaborative environment.

We value staff who demonstrate a positive, proactive approach to their work and have a willingness to participate in the life of the school. We look for energetic, dedicated and capable staff who are full of ideas; embrace a fast-paced environment; and demonstrate initiative, empathy and professionalism to help the school achieve its strategic objectives.

Job Description

The Human Resources Advisor is a key member of the Human Resources team, supporting the school's commitment to attracting, developing and retaining exceptional staff.

This role provides end-to-end operational human resources support across all stages of the employee lifecycle and is instrumental in ensuring staff receive a professional, welcoming and positive experience throughout their employment journey.

Working closely with leaders and employees across the School, the Human Resources Advisor coordinates recruitment and onboarding activities, provides practical HR advice and support, and drives the effective administration of HR processes, systems and compliance requirements.

As both primary operational liaison between Human Resources and Payroll, and the School's ELMO super user; the role plays an important part in promoting efficient service delivery, continuous improvement and best-practice HR processes.

Combining strong operational capability with a genuine commitment to people, the Human Resources Advisor helps foster an engaged, supported and high-performing workforce aligned to the school's values and strategic priorities.

Core Job Role Accountabilities

Operational HR delivery and advice

- Drive timely, consistent and compliant operational HR processes across workforce requests, recruitment, selection, pre-employment checks, contracting, onboarding, induction, probation, employment changes, leave, performance support, compliance, records, payroll inputs and offboarding.
- Provide practical day-to-day HR guidance to managers and staff, resolving matters within scope and escalating complex, sensitive or high-risk issues to the HR Business Partner or Head of Human Resources.
- Coordinate workflow and priorities with the HR Coordinator, provide guidance on operational matters and ensure process handovers and records are complete.
- Identify process gaps or recurring issues and recommend practical improvements to the HR Business Partner and Head of Human Resources.

Recruitment Coordination

- Act as Recruitment Coordinator for all permanent and temporary roles under recruitment, maintaining oversight of vacancy status, approvals, timelines, advertising, shortlisting support, interview arrangements, reference checks, pre-employment checks, offers and candidate communications.
- Partner with hiring managers to establish recruitment plans, review position descriptions, support selection processes and maintain a professional, inclusive and child-safe candidate experience.
- Coordinate recruitment documentation and system workflows and ensure all required approvals and evidence are obtained before appointment.
- Support the HR Business Partner with senior, complex or sensitive recruitment processes as required.
- Assist the HR Coordinator with on-the-ground candidate and new-starter liaison, including reception collection, interview logistics, IT handover and onboarding movement, particularly during high-volume or time-critical periods.

HR and Payroll Liaison

- Act as the primary operational liaison between HR and Payroll for recruitment, commencements, variations, leave, additional roles, allowances, movements and cessations.
- Coordinate the accurate and timely flow of approved information and documentation to Payroll and follow through routine queries and discrepancies to resolution.
- Work with the HR Coordinator to check payroll inputs and supporting documents before pay-cycle deadlines, escalating interpretive or higher-risk matters to the HR Business Partner or Head of Human Resources.
- Maintain clear records of payroll-related actions, approvals and outcomes.

ELMO HR Information System (HRIS) Super User and HR Systems

- Serve as the HR team's go-to ELMO super user, developing strong system knowledge across recruitment, onboarding, employee records, workflows, reporting, performance and learning modules used by the school.
- Provide ELMO guidance and training to HR colleagues, managers and staff, and develop practical user instructions or process notes where required.
- Troubleshoot user and workflow issues, liaise with IT or the vendor where appropriate, and track issues through to resolution.
- Monitor data quality, workflow effectiveness, permissions and consistency of system use, and recommend configuration or process improvements to the HR Business Partner and Head of Human Resources.
- Support accurate HR reporting and workforce metrics by maintaining reliable system information and producing routine reports.

Onboarding, Induction, Probation and Departures

- Coordinate operational onboarding across the school, ensuring required documentation, system set-up, Payroll inputs, IT access, compliance requirements and stakeholder notifications are completed before commencement.
- Work with the HR Coordinator on new-starter logistics and support delivery of induction activities for teaching and operational staff.
- Track induction training and probation requirements, follow up managers and employees, and escalate overdue or emerging concerns.
- Drive operational offboarding requirements, ensuring notifications, system actions, documentation, exit interview arrangements and records are completed promptly.

Employee Relations, Compliance and Projects

- Support managers with routine employee matters underpinned by the Independent Schools NSW Collective Multi-Enterprise Agreements (CMEAs) for both teaching and non-teaching employees, including probation, attendance, flexible work, performance documentation and policy interpretation, within delegated scope.
- Assist the HR Business Partner and Head of Human Resources with consultation, investigations, workplace change and formal employee relations processes as required.
- Support compliance processes relating to work rights, Working with Children Checks, qualifications, registrations, mandatory training, child safeguarding and employee records.

- Contribute to HR projects, policy and process reviews, reporting, workforce initiatives and continuous improvement priorities.
- Maintain current knowledge of relevant legislation, industrial instruments, School policies and employment practices.

General Responsibilities

- Role model the school's values and demonstrate integrity, professionalism, collaboration and sound judgement.
- Maintain strict confidentiality and handle sensitive employee and school information with discretion.
- Comply with the School's Code of Conduct, child safeguarding requirements, policies, procedures and lawful directions.
- Contribute to a safe and inclusive workplace and support continuous improvement in HR service delivery.
- Undertake other duties reasonably required by the Head of Human Resources or Head of School, consistent with the nature and level of the role.

Mandatory Requirements

- Tertiary qualification in Human Resources, employment relations, business or a related discipline, or equivalent relevant experience.
- HR generalist or advisory experience across recruitment and the employment lifecycle.
- Demonstrated ability to coordinate multiple operational processes, provide sound first-level advice and escalate appropriately.
- Strong HRIS capability, preferably with ELMO, and confidence training users, troubleshooting workflows and maintaining data quality.
- Ability to use technology including Microsoft Office programs, with an intermediate to advanced knowledge of Excel
- Understanding of Australian employment legislation and industrial instruments
- Strong judgement, confidentiality, written and verbal communication, organisation, accuracy and stakeholder service skills
- A valid Working with Children Check and commitment to child safeguarding.
- Education-sector experience would be highly regarded.