

Job Title:	HR & Administration Assistant		
Classification Level:	School Assistant – dependent on experience and qualifications		
Campus:	Wynn Vale & Adelaide Hills		
Status:	TBA	Reporting Relationship:	Human Resource & Administration Manager

The 'King's Way'

King's Baptist Grammar School (King's) is a place where every student is seen, heard, known and feels a sense of love. Our school is a place of connection and belonging in which reciprocal relationships between staff, students and families reflect (and invite us into) the perfect relationship of our triune God; Father, Son, and Holy Spirit.

King's is the only Baptist School in South Australia providing a complete ELC-Year 12 experience as a part of a Jesus-centred community. We inspire hope by creating opportunities for people and families to do life better, together.

Our Vision of Faith (Visio Fidei) provides excellence in teaching and learning, in a faith-based community, where every student is provided with a breadth of opportunities, empowering individuals in partnership with their families.

King's is a place where people come first; a community workplace that's built on relationships and mutual respect, bringing out the best in each other. A supportive, faith-based work environment strengthened by prayer, devotion and opportunities for spiritual and practical support. We strive for meaningful, individual and professional development that enhances the King's Community.

Our leadership values guide the behaviour, culture and mind-set that underpin the 'King's Way'.

Servant Leadership	Demonstrating Humility and Service by leading with empathy, awareness and a commitment to the growth of others.
Pastoral Leadership	Caring for the person is behind every decision, action and conversation by treating each other with Fairness and Respect .
Accountable Leadership	Being reliable, responsible and building trust with others by acting with Excellence and Integrity .

Position Purpose

The HR & Administration Assistant provides administrative and HR generalist support to the HR & Administration Manager across the day-to-day operational tasks across recruitment, HR administration, employment relations documentation, payroll preparation, and general administrative coordination.

The role works under routine direction, within clearly defined procedures, and requires the ability to apply established HR practices, exercise sound judgment, and maintain confidentiality. The position contributes to efficient HR operations, accurate record-keeping, compliance with employment legislation (including the National Employment Standards), and professional internal service delivery.

Key Responsibilities

The HR & Administration Assistant role encompasses activities within the following Key Result Areas (KRAs):

- Recruitment Support
- HR Administration & Record Management
- Employment Relations Administration
- Payroll Support
- Administration Team Support

Staff are expected to work effectively in a team environment and manage their working relationships to ensure all KRAs are achieved.

An annual performance review will be undertaken to determine capacity to meet the demands of the role, where additional skills are required and what level of job satisfaction is being obtained. The basis for the Performance Review is utilising the Key Performance Indicators for each KRA.

Key Areas	Key Responsibilities
Recruitment Support	<ul style="list-style-type: none"> • Provide administrative support to recruitment activities under direction of the HR & Administration Manager. • Assist with draft job advertisements and upload approved ads to designated platforms. • Monitor applications and organise applicant files for Manager review; prepare acknowledgment and invitation emails as guided. • Provide administrative support with interview scheduling, interview packs, and room setup. • Assist in gathering pre-employment documentation (e.g., WWCC, RRHAN-EC, qualifications) as requested. • Prepare draft employment contracts and onboarding documents using approved templates after direction from the Manager. • Maintain accurate recruitment and onboarding records in line with established procedures.
HR Administration & Record Management	<ul style="list-style-type: none"> • Maintain accurate, confidential personnel files (digital and hard copy) in accordance with policy and retention requirements. • Enter and update employee data in HRIS, payroll and compliance systems under direction. • Assist with tracking probation reviews, contract end dates, and cyclical HR reminders. • Prepare routine HR correspondence and standard documents using approved templates. • Assist with data collation for internal reports, audits and compliance reviews. • Support the Manager by maintaining well-organised HR documentation and filing systems.
Employment Relations Administration	<ul style="list-style-type: none"> • Provide administrative support for low-complexity ER processes (note-taking, drafting routine letters, collating documentation, scheduling). • Maintain HR policy registers, update version control, and distribute approved policy changes. • Handle confidential information in accordance with School policy and privacy obligations. • Maintain a working understanding of the National Employment Standards (NES) relating to conditions and entitlements and escalate matters outside scope.
Payroll Support	<ul style="list-style-type: none"> • Collect, check and enter routine payroll data (timesheets, leave forms, allowances/adjustments) for Manager review. • Assist with preparing payroll documentation and maintaining accurate records. • Respond to routine payroll queries using established procedures, referring complex matters to the Manager or Finance. • Maintain payroll-related employee records and filing

Administration Team Support	<ul style="list-style-type: none">• Provide general administrative assistance to the Administration and Student Services teams as required.• Prepare standard documents, forms, letters and internal communications.• Maintain filing systems, shared folders and administrative resources.• Support the Manager with routine coordination tasks (distributing requests, following up on documentation).• Provide professional front-facing service to staff, visitors and contractors consistent with School expectations.•
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Essential Criteria

1. A personal commitment to the King's Vision, Mission and Values underpinning the delivery of a Christian-based education to students.
2. Understanding of HR administrative processes and proven ability to work with confidential and sensitive information.
3. Working knowledge of the National Employment Standards as they relate to basic employment conditions and arrangements.
4. Strong administrative, organisational and time-management skills with high attention to detail.
5. Ability to take responsibility for own work outcomes under low-level supervision, following established procedures.
6. Professional and respectful communication skills, written and verbal.
7. Proficiency in Microsoft Office and willingness to learn HRIS and payroll systems.
8. Demonstrated commitment to positive, service-oriented teamwork.
9. Interpersonal skills that portray a welcoming atmosphere, friendly disposition and helpful manner.
10. Represent the school and it's wider community in a professional and positive manner
11. Work cohesively in a team environment and actively contribute to a positive team culture.
12. Willingness to engage professionally with colleagues, parents and the community.
13. Ability to be self-motivated, professional and have a desire to improve, grow and evolve, engaging in relevant professional development.

Qualifications and Experience

- Experience/qualifications in HR and administrative support (desirable)
- Mandatory reporting certification
- Working with Children Check

Hours of work

This is a permanent part time position across 44 weeks per year (inclusive of 4 weeks paid annual leave). Standard hours are across Monday to Friday, 8am–4pm, with some flexibility required.

It is expected that this role will grow in terms of hours and responsibilities and ideally ongoing success in the role will require this willingness to move with the role needs.

Salary and conditions are in accordance with the King's Baptist Grammar School Enterprise Agreement and will be negotiated based on experience and qualifications.