Human Resources Coordinator (0.4 Load)

Permanent part-time position

- Beautiful and tranquil bushland surrounds
- Warm and supportive community

Glenaeon is an independent Steiner school offering a holistic curriculum from Pre-School to Year 12 that meets and enriches the NSW syllabus requirements.

Our educational philosophy and practices were developed by and evolves out of the work of Rudolf Steiner. Our approach to learning encourages expansive thinking, development of the living spirit and profound connection to the wisdom of the past, realities for the present and possibilities of future.

As the first Steiner School in Australia, Glenaeon has a fine heritage of pioneering work in innovative education dating back to our origins in 1957. We now educate up to 500 students from Preschool to Year 12 across three campuses at Castlecrag, Middle Cove and Willoughby on Sydney's Lower North Shore.

We are seeking a permanent part-time, Human Resources Coordinator to join our collaborative Professional Services team at our Middle Cove campus. The role is 2 days per week (0.4 load), commencing on **30 November 2026**.

You will be responsible for working across the full employee lifecycle, supporting recruitment, onboarding, compliance, employee records, HR administration and day-to-day people operations in a dynamic school environment. The role suits an organised and proactive HR professional who is confident working independently, managing competing priorities and handling sensitive information with discretion.

Strong digital capability is essential, including confidence using Microsoft Office, Adobe and HR, compliance and administrative systems, as the role involves significant digital record management and online maintenance.

Salary for this role will be in accordance with experience and classification under the Independent Schools Nsw (Professional And Operational Staff) Cooperative Multi-Enterprise Agreement 2025. The successful candidate must also provide a Working with Children Clearance prior to commencing.

To enquire or apply for this position, please send a cover letter & resume to humanresources@glenaeon.nsw.edu.au or call 9932 2300 as soon as possible. Applications will be reviewed and processed as they are received.

Glenaeon is proudly a child-safe organisation.