ROLE DESCRIPTION | HUMAN RESOURCES COORDINATOR

THE SCHOOL

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 practice was 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 of the present and possibilities of future.

Learning at Glenaeon takes place in a truly unique setting blending natural and built environments within a deeply connected community – people, place, purpose.

OUR MISSION

We provide a holistic and rigorous education that inspires imagination, creativity and the growth of good character within a deeply connected community.

OUR VISION

'Our highest endeavour must be to develop young men and women, who of themselves, are able to impart meaning and direction in their own lives'. Dr Rudolf Steiner (attributed)

ROLE PURPOSE

The Human Resources Coordinator (HR Coordinator) performs administrative duties to assist in the management of human resources and compliance including but not limited to recruitment, staff training and development, leave administration, onboarding and offboarding of staff. The HR Coordinator will also provide administrative support to professional services and reception administration as required. Working closely with the Human Resources Manager and Compliance Officer the HR Coordinator will maintain various staff and volunteer registers to ensure compliance with relevant legislation.

REPORTING RELATIONSHIPS

Reports To: Human Resources Manager

Direct Reports: Nil

Glenaeon
Rudolf Steiner School

KEY RESPONSIBILITIES

1. **Employee Records and Administration**
    - Establishing and maintaining accurate and confidential employee files
    - Update employee information, contracts, position details and employment documentation in appropriate management systems
    - Communicate and record employee changes including changes to hours, positions, leave arrangements and employment status
    - Maintain HR databases and spreadsheets, ensuring information is accurate and up to date
    - Provide general HR administrative support to employees and managers

2. **Recruitment, Onboarding and Offboarding**
    - Coordinate end-to-end recruitment processes, including preparation and advertising of roles, candidate correspondence, interview coordination and reference checks
    - Manage Working with Children Check, NESA accreditation status and other relevant compliance checks for new employees
    - Coordinate new employee onboarding and induction, including required documentation, system access and introductory processes
    - Liaise with relevant managers and staff to ensure new employees are appropriately prepared for commencement
    - Coordinate employee offboarding, including documentation, communication, exit processes and updating relevant systems

3. **Compliance & Employee Support**
    - Monitor and maintain compliance with Fair Work requirements, National Employment Standards, relevant employment agreements and school policies
    - Maintain current records of mandatory employee checks and qualifications, ensuring valid renewal before expiry, for e.g. First Aid certificates, WWCC, licenses
    - Support the administration of leave, employee entitlements and employment conditions
    - Assist in Return to Work/Workers Compensation support, coordination and administration
    - Provide first-level HR support to employees and managers regarding HR policies, procedures and employment matters
    - Assist with employee relations processes and escalate sensitive or complex matters where appropriate
    - Maintain confidentiality when handling employee information and sensitive workplace matters

4. **HR Systems, Processes & Projects**
    - Maintain HR information across systems, including Compass, Glo, Snapforms, School's website, Microsoft Office, SharePoint, Adobe Acrobat and other relevant platforms
    - Develop and maintain HR templates, checklists, trackers and standard processes
    - Identify opportunities and develop initiatives to improve the efficiency and consistency of HR processes
    - Assist with HR reporting, audits and preparation of documentation for leadership
    - Support organisational changes, workforce planning and other HR projects as required
    - Work collaboratively with school leadership, administration and staff to ensure HR processes are delivered efficiently and professionally

REQUIREMENTS FOR THE ROLE

- Excellent skills in using digital systems and online administration, including Microsoft Office, Adobe and data systems
- Excellent organisational skills and attention to detail
- High level written and verbal communication and interpersonal skills
- Ability to build positive relationships with employees and managers
- Confident in working autonomously as well as effectively in a team
- High level of confidentiality, discretion and professionalism
- Proactive, quick learner and ability to manage competing priorities
- Previous HR or people administration experience is highly regarded
- Experience within a school, education sector or similarly regulated environment is beneficial
- Sense of humour

WORK HEALTH AND SAFETY (WHS)

Actively support and contribute to the maintenance and development of a safe working environment by:

- Identifying and reporting incidents/hazards/injuries/potential hazards;
- Participating in WHS training and education as appropriate; and
- Engaging with the School's WHS policies and procedures.

CHILD SAFETY

All children and young people who come to Glenaeon Rudolf Steiner School have a right to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe, and are able to actively participate in decisions that affect their lives.

We have zero tolerance for child abuse and other harm and are committed to acting in students' best interests and keeping them safe from harm. The School regards its child protection responsibilities with the utmost importance and is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture.

All staff, including full-time, part-time, casual, relief, teaching and non-teaching staff, are required, as a condition of their employment at the School, to provide and maintain a Working With Children Clearance and to comply with our Child Protection Program, including the Child Protection Codes of Conduct, and with their legal obligations with respect to the reporting of child safety incidents or concerns.

It is each individual's responsibility to be aware of key indicators of child abuse and other harm, to be observant, and to raise any and all child safety incidents or concerns with one of the School's Child Protection Officers and with external agencies where required.

To meet these obligations, all staff must:

- participate in Child Protection induction and ongoing training provided by the School;
- always follow the School's Child Protection policies and procedures in the Child Protection Program;
- act in accordance with the Child Protection Codes of Conduct;
- identify and raise child safety incidents and concerns in accordance with our Procedures for Responding to and Reporting Child Safety Incidents or Concerns;
- ensure students views are taken seriously and their voices are heard when making decisions

that affect them; and

- implement inclusive practices that respond to the diverse needs of students.

TERMS OF EMPLOYMENT

Fixed Term/Permanent Part-Time role, 0.4 FTE

REMUNERATION

Clerical and Administrative Staff classification Level 3/4 Clerical and Administration Services Employee under the Independent Schools NSW (Professional And Operational Staff) Cooperative Multi-Enterprise Agreement 2025 depending on skills and experience.