ARDEN

Human Resources Assistant
Role Description

About Arden Anglican School

Arden is a non-selective Anglican School providing a co-educational, Pre-School to Year 12 education. It seeks to attract, retain, and develop dedicated, highly effective, values-oriented staff for all positions. At Arden, we are committed to providing a positive work environment in which staff are valued and encouraged to develop professionally.

Arden is a Christian community centred on the good news of Jesus Christ. Arden's ethos is of high expectations and a commitment to academic and professional excellence. The School aims to attract and retain the best possible teachers and support staff, who are experts in their field and highly committed to the continuous improvement of their professional practice. The School's focus is to engage staff who have a passion for lifelong learning and believe in each student's unique value. Arden welcomes applications from people of faith who are committed to the Christian aims of the School.

Arden is committed to being a Child Safe organisation. All staff are required to help always maintain a child safe culture, and to act in every child's best interest and to keep them safe from harm. The School has zero tolerance for child abuse.

There is a strong collegial culture of mutual trust and support between staff and school leaders. All levels of governance are committed to embodying the Christian values of the School, and a culture of servant-minded leadership is fostered at all levels.

All staff must be committed to positive and caring relationships because they are important to successful student learning and the high level of family involvement that exists at Arden in all aspects of school life.

Our Vision and Mission

Vision

Arden strives to be an inspiring learning community that engages the mind, nurtures the spirit, and nourishes the body in a caring Christian environment.

Arden graduates are curious, courageous and compassionate men and women with an enduring passion for learning who transform the communities in which they live and work.

Mission

Centred on the Christian faith and finding joy in God, Arden provides an exceptional co-educational learning experience that nurtures the uniqueness of confident, capable global citizens.

Workplace Expectations

Professional Conduct

- □ Foster supportive positive professional relationships
- □ Demonstrate a sensitive and compassionate work ethic, underpinned by the Christian values of the School
- □ Demonstrate a duty of care to staff, students and visitors in relation to their physical and emotional wellbeing
- □ Undertake and comply with mandatory training and regulatory requirements as determined by the School
- □ Attend School meetings, as requested, including outside of usual work hours
- □ Participate in professional learning, as requested, including outside of usual work hours
- □ Any other duties and activities as required by the School Principal (or delegate)

Work Health & Safety (WHS)

- □ Participate in the development of a safe and healthy workplace
- □ Adhere to safe work procedures ensuring ongoing adherence to any instructions given for personal safety and health as well as that of others
- □ Remain familiar with emergency and evacuation procedures, including the location and use of emergency equipment (e.g. first aid kits, fire blankets)
- □ Report any injury, hazard or illness immediately in accordance with the School's policies and procedures

Child Safety

- □ Actively participate in the School's zero tolerance for child abuse and commitment to embedding Child Safety in approaches to daily work tasks and involvement in School approved activities
- □ Model a commitment to providing, so far as reasonably practicable, an environment in which students feel respected, valued and encouraged to reach their full potential
- □ Commit to understanding professional boundaries and the nuances of appropriate student and staff interactions in the workplace
- □ Demonstrate an understanding of the need to report suspected (observed or perceived) abuse, neglect, mistreatment and risk of harm

Privacy

- □ Commit to understanding the appropriate use, sharing, retention and destruction of personal information in the workplace
- □ Demonstrate an understanding of the need to report suspected (observed or perceived) data breach/es and misuse of personal information

Role classification

Staff are employed at a classification level and assigned to a role rather than appointed to a position.
Staff may be re-assigned to other roles at the same classification over time, in line with organisation priorities and/or personal development plans.

The below is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive or limiting list of responsibilities and expectations of the position. Any additional daily tasks are as advised by the Line Manager and are not identified in this Role Description.

The responsibilities, expectations and tasks relevant to this role may be varied at the Principal's discretion, to ensure the operational needs of the School are continually being met.

Professional Review

This Role Description in conjunction with any role specific task lists (if applicable) will be relied on as a framework for professional review.

Role	Human Resources Assistant
Campus	Whole School
Department	Human Resources
Line Manager	Human Resources Coordinator
Direct Reports	Nil
Industrial Instrument	Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025
FTE	1.0 FTE (38 weeks term time, plus an additional three weeks non-term time. One week at the conclusion of Term 4 and two weeks prior to the commencement of Term 1)
Classification	Clerical and Administrative Staff | Level 4
Compliances	□ Valid NSW Working with Children Check Certificate □ First Aid [HLTAID012] [HLTAID011] □ CPR [HLTAID009] □ Child Safety and Child Protection □ WHS/Emergency Procedures eLearning (or equivalent)
Skills, Knowledge & Experience	□ Previous experience in Education (desirable) □ Previous experience / demonstrated customer service focused role (desirable) □ Previous experience in HR (desirable)
Personal Attributes	□ Warm, welcoming and professional manner □ Presents a professional and positive demeanour and is a solution-oriented person □ Displays empathy, enthusiasm, commitment and is highly motivated □ Possess a strong work ethic □ Exercises ownership and concern for quality of own work reflected in accuracy and attention to detail □ Operates effectively in a collaborative team environment; establishes a rapport and builds strong relationships □ Strong organisation and time management skills □ Excellent interpersonal skills and demonstrated ability to work both autonomously and collaboratively □ Ability to effectively communicate, both verbally and in writing □ Advanced ICT skills with capacity to learn quickly and use in-house database systems □ Possesses analytical and problem-solving skills
Role Profile	The Human Resources (HR) Assistant is responsible for supporting the day-to-day administrative operations of the HR function to ensure consistent, timely and accurate administrative operations of the School. The role of the Assistant is to provide HR administration support to the HR Coordinator / Management, ensuring HR best practice is delivered efficiently and effectively across the School. The Assistant is expected to model a high level of professional and ethical conduct and a commitment to the School mission and values.

This role is primarily focused on providing general assistance and guidance, using technical and professional skills/knowledge, on a broad range of HR policies, programs and practices, with a major focus on supporting recruitment and onboarding processes.

The Assistant is expected to work effectively and efficiently in a flexible work environment which experiences interruption and may, following consultation, be required to support other stakeholders at the discretion and direction of the Principal, or delegate, commensurate to their responsibilities.

The Assistant is expected to maintain the HR function during the HR Coordinator's periods of leave.

The School places significant importance on its data integrity requiring outstanding attention to detail in all aspects of this role. There may be times when the Assistant has access to personal and/or sensitive information. Discretion and confidentiality must be maintained at all times.

Role Function

The Human Resources Assistant, throughout their daily work practice, acting on the instruction of, and working collaboratively with the HR Coordinator, is expected to:

Human Resources Administration

- Monitor shared inboxes by sorting, prioritising and responding to enquiries, escalating matters as required and flagging items for follow-up
- Assist the HR Coordinator and the School's Finance Team regarding all HR related administration including Long Service Leave, Annual Leave, and Return-to-Work coordination
- Undertake Working with Children Checks as well as the maintenance of an accurate and compliant register for all applicable persons
- Assist with the creation and management of staff files and staff filing processes
- Ensure documentation and record keeping is of a high standard, accurate, consistent and well organised for timely retrieval
- Liaise with the Director of Teaching and Learning and HR Coordinator to support and assist Professional Experience Placement Students who are attending the School
- Assist with data preparation and implementation of a HRIS system

Recruitment and Selection

- Assist in drafting and updating role descriptions
- Assist with the review of the School's recruitment and selection process including advertisements, interviews, unsuccessful candidate communication, qualification confirmation and reference checking
- Deal professionally and courteously with external bodies such as agencies and service providers (e.g., recruitment agencies)

The Employee Lifecycle

- Assist with the drafting of engagement (e.g. service level agreements) / employment contracts
- Assist with employment variations and associated communications to staff and stakeholders

- Assist in maintaining staff compliance records, including monitoring requirements, communicating updates and coordinating documentation (same as risk management?)
- Assist with employee offboarding processes and administration
- Assist in the administration of the casual teacher's program including stakeholder communication, Induction/Shadow Days coordination, reference checking and onboarding processes
- Assist in maintaining accurate staffing records including end of / beginning of year staffing updates

Professional Development

- Assist in the coordination and administration of staff professional development, including processing registrations and payments, liaising with external training providers, communicating with staff, and completing monthly credit card reconciliations
- Assist in the coordination and administration of annual flu vaccination programs

Risk Management

- Help create and foster a whole School awareness and compliance with current Employment, Fair Work, Child Protection and other relevant employment legislation