

Position description

POSITION	Administrator – HR & Payroll
Unit	Whole School
Responsible to	Business Manager
Background	<p>Northern Health School provides education to students while they are too unwell to attend their regular school. Teaching occurs at the school unit, in hospital settings both in wards and/or classrooms, and/or within the community, supporting students with high health needs.</p> <p>The administrator provides administrative support to the human resources and payroll functions ensuring efficient, accurate and timely support.</p>

KEY RESPONSIBILITIES	
Key tasks	Indicators
Supporting recruitment	<ul style="list-style-type: none"> • Arranging job advertisements across various platforms. • Candidate management, including managing applications and timely communication with candidates. • Arranging interviews and making up interview packs (if required). • Drafting of job descriptions (if required) • Ensuring all pre-employment checks are completed, including checking teacher registration and police vetting. • Supporting preparation of offers of employment.
Onboarding and offboarding	<ul style="list-style-type: none"> • Ensuring timely collection and follow-up of employment documentation. • Setting up new employee files. • Inviting exiting staff to complete an (online) exit interview survey.

Record management	<ul style="list-style-type: none"> • Maintaining timely and up-to-date employee records, including HR/payroll spreadsheets. • Administration of police vet and Teacher registration renewals. • Administration of driver check consent process, including any incoming communications about changes. • Setting up and maintenance of professional growth cycle (PGC) notebooks. • Ensuring the unit health and safety log is completed and compiling a report for the Board each term. • Reviewing and reporting on exit interview data. • Setting up and maintaining a record of first aid training • Ensuring we have a copy of each teacher's Physical Restraint training certificate.
Payroll administration	<ul style="list-style-type: none"> • Inputting of leave forms into EdPay (Education Payroll). • Inputting of timesheets into EdPay. • Assisting with payroll checking – identifying and resolving discrepancies. • Any other ad hoc payroll tasks as may be required.
Maintain data privacy and security	<ul style="list-style-type: none"> • Maintain strict confidentiality and compliance with data protection regulations (Privacy Act 2020, NHS Privacy Policy) when handling sensitive HR and payroll information, ensuring secure storage, access and transmission of employee data.
Other administration tasks as required.	