

Role Description

Administration Assistant – Employment Relations

Reports to:

Director of Compliance

Position:

Permanent full-time

Role Purpose:

This role will provide administrative support to the Employment Relations department in the areas of compliance and human resources.

Responsibilities:

Human Resources

- Contact and organise interviews with shortlisted candidates i.e. Calendar invite, email interview details to candidate, email CV, interview score sheet, interview questions to panel
- Assist with the onboarding and offboarding process of staff e.g. welcome email on return of contract, send out Exit forms, organise Statements of Service, organise for staff member to have Child Protection and WHS training
- Send out “unsuccessful” emails to applicants not shortlisted for interview
- Compile and send Employment packs to new employees (along with assembling Meriden Welcome giftbags)
- Scan and file soft copies of ID, qualifications, WHS Duty Statement, WWCC, employment paperwork, CV, reference checks into the employee I:Drive
- Follow up any outstanding employment paperwork
- Enter data regarding teacher qualifications, WWCC into TASS and also update in Teacher qualifications database
- Scan and file employee Induction Training and Policy Acknowledgements
- Sort and archive job applications once completed, store and keep for 2 years
- Assist with other HR tasks as required e.g. reference checks, post ads onto Meriden, SEEK websites, filing any new (existing) Teacher qualifications, NESI accreditation
- Assist with updating incident reports and other WHS tasks
- Assist with the preparation of reports and minutes for the WHS Working Party meetings and School Council reports.

Compliance

- Enter data and maintain all records of WWCC verifications
- Create and monitor WWCC expiry reports and manage renewal correspondence
- Enter data and maintain all records relating to Child Protection training and assist with management of organising training of staff
- Run regular reports of outstanding annual Child Protection training for Director of Compliance to distribute to relevant Senior Staff
- Create and maintain a central filing system for Induction Training and Policy Acknowledgment sheets
- Enter data of staff first aid and other WHS training dates
- Maintain WHS training date spreadsheets
- Create First Aid invitation lists from WHS training spreadsheet
- Print/copy and compile documents for induction of new School Council members
- Print/copy and compile documents for annual School Council governance compliance
- Assist with arrangement of School Council governance training
- Assist in maintaining School Council induction and governance registers and compliance documents
- Assist with the administrative tasks required for collating and editing the School's Annual Report.

Other Skills and Attributes

- Excellent organisation, time management and communication skills
- Intermediate knowledge of Microsoft Office programs
- Confidentiality, flexibility, initiative and discretion
- Ability to work as part of a team and individually as required
- Fully embrace and support the Christian ethos of Meriden
- Have a personal appearance and demeanour which represent the School in a positive way
- Loyalty to the School and the Principal.