



Christ Church Grammar School

DUTY STATEMENT

Human Resources Co-ordinator

DATE: 2025

STATUS: Full-time

TIME: 37.5 hours per week

FACULTY/AREA OF RESPONSIBILITY: Human Resources (HR)

POSITION CONTEXT:

Christ Church Grammar School is an Anglican day and boarding school for boys from Pre-Kindergarten to Year 12. Located in Perth, Western Australia, the School overlooks the Swan River at Freshwater Bay in Claremont. Enrolments are comprehensive and at present are approximately 1750 students including boarders. The School consists of the Preparatory School (PK to Year 6) and the Senior School (Years 7 to 12).

POSITION OVERVIEW:

The Human Resources Co-ordinator collaborates closely with the Director of Human Resources and Strategic Projects and is responsible for providing professional support across the employee lifecycle, supporting the provision of high quality and timely delivery of HR Services.

LINE MANAGEMENT:

Reporting directly to the Director of Human Resources and Strategic Projects.

WORKING RELATIONSHIPS:

- Director of Human Resources and Strategic Projects
 - Principal
 - School Executive and all School staff
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KEY RESPONSIBILITIES:

Generalist HR Support

- Support the Director of Human Resources and Strategic Projects with all generalist HR activities and projects ensuring compliance
- Assist with the development and implementation of the HR strategy in line with the Schools objectives
- Provide support and advice on HR related matters
- Provide HR Assistance and guidance to employees in such areas as policies and procedures, training, entitlements and other pertinent matters
- Assist in the support of employee growth and professional development by coordinating training and development requirements whilst maintaining accurate records and plans
- Provide guidance and support on Enterprise Agreements, FWA Standards and award interpretation
- Support the Director of Human Resources and Strategic Projects by proactively identifying opportunities for internal process improvement and developing systems and processes to ensure streamlined and efficient HR operations

Recruitment and compliance

- In consultation with the hiring manager review and update duty statements
- Manage and administer the careers website and advertising platforms
- Co-ordinate and schedule interviews

- Monitor compliance in relation to clearance requirements; Working with Children Checks, TRBWA Registration and National Criminal History Record Checks
- Maintain the HR module of Synergetic ensuring all uploaded documentation is accurate and managed

Contract Support

- Monitor contracts of employment and expirations, follow up and action as necessary
- Prepare and administer contracts of employment and variations, ensuring agreements and terms and conditions of employment are compliant in accordance with relevant legislation

Engagement

- Co-ordinate and maintain the online onboarding platform
- Co-ordinate in conjunction with ICT individual access and device deployment
- Assist in the co-ordination of staff inductions and the annual orientation program
- Monitor employee movements and internal changes

Additional

- Participate on HR projects as required
- Other related duties as assigned

KNOWLEDGE, SKILLS AND EXPERIENCE

This position requires:

- A tertiary qualification in Human Resources and/or relevant experience
- Minimum of 5 years' experience in a similar role in a professional or corporate environment
- Completion of a National Criminal History Record Check and Working with Children Check
- An extremely high regard for confidentiality, reliability and integrity in respect to all interactions with members of staff
- Flexibility and a willingness to adapt to changing needs and requirements of the position
- Strong written and communication skills
- Demonstrated strong people skills
- Advanced and accurate skills using Microsoft Office
- Ability to operate effectively within a busy environment
- Demonstrated commitment to contributing to a positive and constructive team environment
- Ability to adapt and work effectively in a busy and supportive environment

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Christ Church Grammar School takes child protection seriously, and as an employee of the School, you are required to meet the behaviour standards outlined in our Child Protection Policy and the Staff Code of Conduct, as updated from time to time.

Therefore, as part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain a valid Working with Children Check
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people
- Participate in professional learning covering the Staff Code of Conduct and all school policies and procedures at least biennially

SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under the Christ Church Grammar School (Support Staff Enterprise Bargaining) Agreement 2025
- Opportunity to further your career through PD and study considered
- Salary will be negotiated according to qualifications and years of experience