



Position Description

HR & Payroll Coordinator

Roseville College is a vibrant and welcoming community where every student and staff member is truly known and deeply valued. Established in 1908 and centrally located on Sydney's North Shore, we are an independent day school for girls from Prep to Year 12, shaped by a strong Christian foundation and a shared commitment to purpose, integrity and care. We are proud to nurture young women of character who are ready to lead with confidence and compassion in a changing world.

Our staff are curious, courageous and committed professionals—educators, mentors and co-learners—who see their work as both a calling and a contribution. At Roseville, you'll find a supportive and innovative environment where your talents are recognised, your growth is encouraged, and your impact on future generations is both valued and lasting.

The role

We are seeking a warm, capable and detail-oriented Human Resources (HR) and Payroll Coordinator to join us in a permanent, part-time annual role.

- **Workload:** 0.6 FTE
- **Schedule:** Tuesday and Friday availability is preferred, with options for flexible or school-friendly hours and adjusted scheduling during school holidays.

Broad objective

At Roseville College, our staff are our greatest asset, driving the excellence and care that define our community. Working closely with the HR Manager, you will be part of a supportive, collegial team and play an important role in caring for our people. This varied position ensures HR and payroll processes run smoothly across the College, providing administrative support across payroll, onboarding, payroll compliance, recruitment and general HR functions. This vital role suits someone who enjoys being part of a school community, brings strong attention to detail, and handles sensitive information with professionalism, discretion and compassion.

Key relationships

- Human Resources Manager
- Director of Business Operations
- Director of Co-Curricular
- College Administrator(s)
- All Staff
- Anglican Schools Corporation Payroll Team

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Reports to

Human Resources Manager

Direct reports

Nil

Key responsibilities

Payroll Administration

- Enter and verify payroll changes in Aurion, including new starter onboarding, terminations, salary adjustments, allowances and deductions.
- Run payroll reports weekly and follow up any outstanding or unapproved timesheets and leave applications.
- Run fortnightly pre-pay reports and raise any discrepancies with the HR Manager and payroll team.
- Regularly reconcile staff leave in Edumate against leave bookings in Aurion to ensure balances are accurate.
- Investigate and resolve payroll matters with the payroll department, including overpayments, underpayments, tax and superannuation queries, with a strong focus on service and confidentiality.
- Upload weekly clipboard timesheet files to payroll, confirm successful integration into Aurion, and follow up any payroll issues or concerns following weekly integration.
- Respond to staff payroll queries in a timely, clear and customer-focused manner and seek clarification through the payroll team.
- Support new staff with Aurion set-up and provide guidance on lodging timesheets, leave applications and related processes as required.
- Log pay query tickets with the payroll team and follow up to ensure matters are resolved in a timely manner.

HR Coordination and Administration

- Manage Working with Children Checks and related compliance documentation with the Office of the Children's Guardian, including updating Edumate profiles, payroll records and tracking documents, and following up weekly with staff whose checks are due to expire.
- Prepare employment contracts and variation letters in accordance with College policies and relevant legislation, using the group contract generator, and update the payroll system to reflect employment changes.
- Prepare contracts for peripatetic staff and ensure any superannuation-related contractual arrangements are communicated clearly to Accounts and Payroll.
- Coordinate the casual coach onboarding process, including:
 - Contracts, Aurion onboarding, Edumate set-up, Working with Children Checks and creation of clipboard profiles.
- Ensure all staff are accurately set up in Edumate.
- Offboarding activities including archiving employee files and deactivating profiles in Edumate, Aurion and Clipboard.
- Ensure staff records are accurately established and maintained across College systems, including Edumate and Clipboard.
- Maintain accurate HR and payroll records, including personnel files, leave trackers and related documentation.

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- Review employment contracts prepared by other staff to ensure accuracy, consistency and compliance with relevant requirements.
- Follow up outstanding onboarding information and notify managers when the onboarding process has been completed.
- Coordinate new staff induction arrangements, including IT inductions, keys and first-day schedules; allocate policy and compliance training; and follow up to ensure completion.
- Provide administrative support to the HR Manager, including interview scheduling and coordination as required.
- Working in collaboration with Deputy Principal and HR Manager, ensure academic staff employment conditions are met through the oversight of Roseville Rosters (Rosterfy).
- Provide recruitment administration support, including coordinating SEEK advertisements, booking interviews and responding to applicants under the direction of the HR Manager.
- Support the HR Manager with reference check as required.
- Follow up compliance training completion via email in conjunction with the HR Manager.
- Contribute to ad hoc payroll and HR projects as required.

Child Safety

- Uphold the highest standard of child safety culture and awareness.
- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College's child protection policies.
- Develop and maintain a thorough understanding of child protection obligations by reviewing the College's child protection policies and completing mandatory induction and ongoing training.

Risk and Compliance

- Adhere to the College's policies and procedures, including the Critical Incident Management Plan, Work Health and Safety (WH&S), Code of Conduct, child safety and emergency response practices.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

Qualifications, skills and experience

- Warm and approachable
- Previous experience in payroll and HR administration or a similar support role.
- Strong attention to detail and organisational skills.
- Confident using HR systems.
- Ability to handle confidential information with discretion.
- Strong Excel skills.
- Self-motivated and able to work independently within a small team.
- Ability to manage workflow and proactively resolve issues efficiently.
- Excellent communication skills with strong attention to detail.
- Ability to work both collaboratively and autonomously.



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- Appropriate technology and administration skills.
- Demonstrated integrity and commitment in a similar role.
- Actively support the Christian mission and values of the College.

Essential characteristics

- Exceptional interpersonal and communication skills.
- People-focused and results-driven.
- Collegial and collaborative.
- Shows initiative.
- Adaptable and able to work well under pressure.
- Strong problem-solving skills.

Roseville College is a member of the Anglican Schools Corporation (ASC).