



Rockhampton Girls Grammar School

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POSITION DESCRIPTION

Payroll Officer and Daily Organiser / Administrative Support Officer

Rockhampton Girls Grammar School is one of the original eight Grammar Schools of Queensland. Opening in 1892, Girls Grammar has served and supported the education of girls and young women for 130 years. The Girls Grammar family experience is dynamic and contemporary, informed by rich traditions and values.

Rockhampton Girls Grammar School is a learning community founded on a commitment to 'Learning for Life'. Each member of our School family contributes to sustaining an environment in which individuals actively engage in their learning; where School values are embraced; where mutual and self-respect is paramount; where community and global citizenship is fostered and where excellence in every endeavour is sought and celebrated.

OUR VISION

To be known as an outstanding school in Regional Queensland that works in active partnership with students, staff, families, and our community so that girls:

- are inspired, challenged, and supported to be strong in mind, body, and voice;
- have the self-belief to pursue excellence in all endeavours;
- develop a lifelong aspiration for learning – 'Non Scholae, Sed Vitae'; and
- embrace the schools' values and ethical principles to live as empowered individuals who confidently approach an ever-changing world with intellectual curiosity.

OUR MISSION

At Rockhampton Girls Grammar School, we strive to be an independent day and boarding school of choice in Regional Queensland where girls build an enduring sense of connection, are nurtured to be their best and develop the skills, self-belief, and resilience to confidently embrace their futures.

THE ROLE

Position Title:	Payroll Officer and Daily Organiser / Administration Support Officer
Employment Type:	Full Time – Term Time Only (Hours of work 6:30am – 2:00pm 8 days per fortnight, 6:30am – 3:00pm 2 days per fortnight)
Reports to:	Human Resource Officer and Deputy Principal - Studies
Classification:	School Officer – Level 4.1
Date Prepared:	20 June 2022

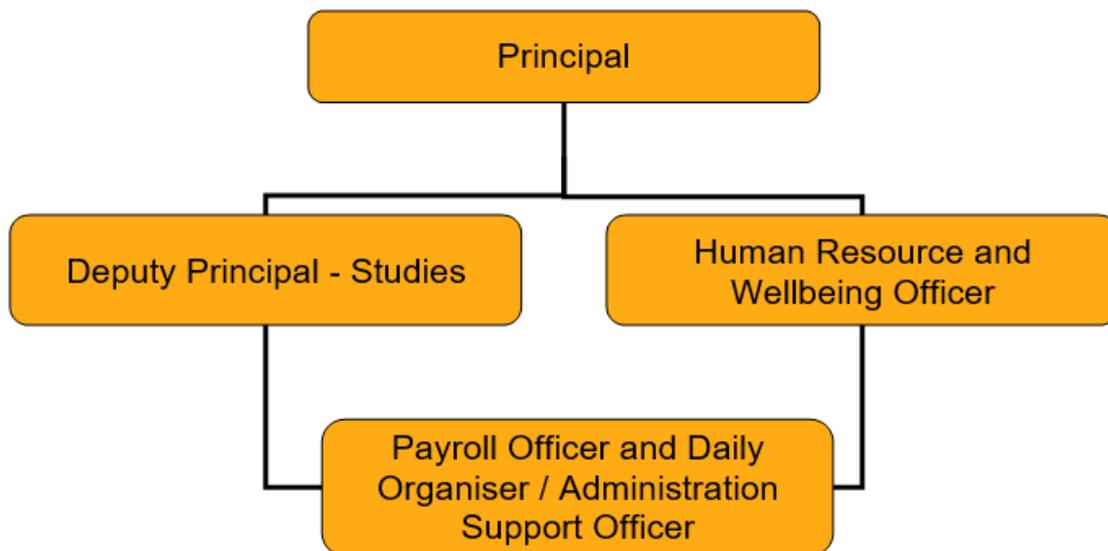


POSITION OBJECTIVE

The Payroll Officer will support the Human Resource Office in the fortnightly processing of the school's payroll function. The Daily Organiser aspect of the position requires development and implementation of processes to deliver and execute the daily operational requirements of the school in relation to covering staff absences and re-allocating duties as required. The Administrative Support element of the position will require provision of general administrative support across the relevant Departments of the school as required.

ROLE ACCOUNTABILITIES

Key Professional Relationships



KEY ACCOUNTABILITIES

PAYROLL OFFICER

The Payroll Officer core accountabilities, under the direction and leadership of the Human Resource Officer, is to assist fortnightly payroll processing and End of Month payroll reporting including but not limited to:

- overseeing the fortnightly payroll process ensuring checking of all data entry;
- providing advice to the Human Resource Officer and staff on payroll matters;
- ensuring compliance with ATO reporting requirements including declaration of wage data through Single Touch Payroll processes;
- ensuring all timesheets, leave forms and other relevant payroll documentation are appropriately completed, verified, and approved;
- administer payroll deductions for staff as required;
- calculating termination payments and leave entitlements for staff;
- processing administrative/payroll duties required for new and terminating employees;
- liaising with external agencies as necessary regarding salary packaging arrangements for staff; and
- preparation of monthly superannuation reporting and payments through clearing house.



DAILY ORGANISER

The nature of the Daily Organiser component of this role requires the position holder to be on call with a supplied work mobile from 6.30am – 6.00pm during the school terms. Term time hours of work 6.30am – 2.00pm 8 days per fortnight and 6.30am – 3.00pm 2 days per fortnight. A work laptop will be supplied to complete the following aspects of the role:

- Developing processes and procedures to allocate covers and duties of supply teachers in a fair, equitable and transparent manner.
- Covering classes, care groups, playground duties and other responsibilities for teachers who are absent.
- Organise the teaching staff replacement process, including a list of supply teachers available for casual teaching.
- Oversee the leave application process including receiving all staff absences, issuing leave forms as required and tracking the return of leave forms for approval and signature.
- Use Timetabler's Daily Organiser to make alterations to cater for teacher absences, changes to daily routines, exams, cancelled classes, playground duties, room changes and activities.
- Liaising with teaching staff regarding work left for classes affected by teacher absences.
- Inducting casual relief teachers to ensure that they have an awareness of all school policies and monitoring their performance to ensure that they fulfil the requirements of teachers at Girls Grammar.

GENERAL ADMINISTRATIVE SUPPORT

- Relief in Reception as required to provide lunch and sick leave cover.
- Coordinate specialist lesson timetables for students and teachers (i.e., Instrumental Music).
- Maintain accurate roll marking and record keeping requirements.
- Accurate data entry.
- Providing general administrative support to the Arts Department and other curriculum areas as required.
- Transport students to urgent medical and other emergency appointments as they arise from time to time.

ESSENTIAL QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

- Prior experience in a role involving payroll processing.
- Prior experience working in an education setting is desirable but not essential.
- Highly developed organisational and problem-solving skills.
- Advanced computer and technical skills.
- Excellent communication and interpersonal skills.

KEY CHARACTERISTICS

The successful applicant will have:

- outstanding interpersonal skills, with a proven capacity to cooperate and work positively with staff and students;
- strong organisational and time management skills;
- a high degree of confidentiality and discretion;
- strong attention to detail;
- emotional resilience and effective conflict management skills; and
- the ability to be flexible and work in a high-pressure environment.



WORKPLACE HEALTH AND SAFETY

Employees are responsible and accountable for:

- taking reasonable care of your own health and safety;
- taking reasonable care that your acts or omissions do not adversely affect the health and safety of other persons;
- complying with any reasonable instruction to allow the compliance with the Workplace Health and Safety Act 2011;
- co-operating with any reasonable policy or procedure relating to health or safety;
- active participation in activities associated with the management of workplace health and safety;
- identification and reporting of health and safety risks, accidents, incidents, injuries, and property damage at the workplace; and
- correct utilisation of appropriate personal protective equipment.

MANDATORY REQUIREMENTS

Promote Rockhampton Girls Grammar School inside and outside the school community.

The successful application is required to:

- possess a current Blue Card from the Commission for Children and Young People and Child Guardian;
- supply a Criminal History Check prior to commencement of employment;
- adhere to the School’s Child Protection Policies, Staff Code of Conduct, policies, and procedures;
- report suspected cases of child abuse in accordance with the school’s policies; and
- agree to be fully vaccinated against Covid-19 and provide evidence of your Covid-19 vaccination status under the direction from the Government regarding Covid-19 vaccinations; and complete the compulsory compliance training, including Child Protection Training and Anaphylaxis training, as part of your induction within two weeks of commencement and annually thereafter.

ACKNOWLEDGEMENT

This job description has been developed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role. The successful applicant will also be required to perform any other duties that the Principal, Business Manager, HR Officer or Deputy Principal - Studies may direct them to perform which could be reasonably considered relevant to the position. Flexibility with working hours is an expectation of this position.

ACCEPTANCE

I, (print name)..... accept the offer of employment on the conditions stated above.

I acknowledge that I have received a copy of the Payroll Officer and Daily Organiser / Administrative Support Officer Position Description.

Signature:..... Date:.....