



HOBSONVILLE POINT SECONDARY SCHOOL

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Job Description – Human Resource Coordinator

POSITION TITLE	Human Resource Coordinator
PAY SCALE	\$37 - \$44 per hour, dependent on experience
REPORTS TO	Principal & Business Manager

PURPOSE OF THE POSITION

The Human Resource (HR) Coordinator plays a critical role in supporting the effective hiring and management of staff across the school. This position ensures smooth and compliant employment practices through the use of ReadyEmploy, fosters internal and external communication, coordinates staff-related events and wellbeing initiatives, and enhances the school's presence in the community through newsletters and digital platforms. The HR Coordinator is integral in embedding HR systems and processes to their full potential to support staff engagement, development, and satisfaction.

KEY RESPONSIBILITIES	APPRAISAL INDICATORS
Employment Management & Appointments	• Manage the end-to-end employment process using ReadyEmploy & Education Gazette. • Coordinate the appointment of new teachers and support staff. • Facilitate internal appointments and role changes. • Update and manage existing fixed-term contracts, ensuring compliance with policy and timelines. • Maintain accurate and confidential employee records in hard copy and on our management system KAMAR. • Board Secretary willing to be trained in Board Pro or trained • Exit Interviews
HR System Implementation	• Drive the effective implementation and daily use of ReadyEmploy across the school. • Identify opportunities to enhance and embed ReadyEmploy in HR processes.

	• Provide training and support to relevant staff on system usage.
Communication & Public Relations	• Contribute to the preparation and distribution of the fortnightly Friday newsletter. • Manage and update the school's presence on social media platforms and the school website. • Assist in the compilation and editing of school reports. • Support the development of external communications, including contributions to the school newsletter for families and the broader community.
Staff Events & Celebrations	• Organise and manage staff-related events including welcome functions, farewells, and milestone celebrations. • Coordinate internal events to foster a positive work culture and professional camaraderie. • Assist in planning staff-only days or off site professional learning, including accommodation and travel as needed.
Staff Well-being	• Maintain a calendar of significant dates including birthdays, bereavements, and achievements. • Coordinate appropriate acknowledgements and support for staff in both celebrations and times of personal difficulty. • Be a point of contact for promoting staff wellbeing initiatives and resources.
Attendance	• Attendance Data Analysis • Supporting STAR Process • Community Communication

Key Skills & Attributes:

- Strong interpersonal and communication skills.
- High attention to detail, precision, efficiency and organisational ability.
- Experience with HR software systems (ReadyEmploy & KAMAR experience preferred).
- Discretion and the ability to manage sensitive information with confidentiality.
- Proactive and capable of working independently as well as collaboratively.