

# Assistant to the Chief Operations and Finance Officer and Human Resources & Payroll Manager

## Purpose & Outline of Role

The Assistant to the Chief Operations and Finance Officer and Human Resources & Payroll Manager is a key support role within the School Business Office, assisting both the Chief Operations & Finance Officer (COFO) and the Human Resources (HR) & Payroll Manager. Additionally, they may be required to provide backup support to the Business Office staff during periods of leave.

The Business Office is responsible for Accounting, Purchasing, Risk, Payroll, and Human Resources for the school.

## Reporting Relationships

The Assistant to the COFO and HR & Payroll Manager will report directly to the COFO and the HR & Payroll Manager. They will work closely with the Business Office Team on a day-to-day basis and ultimately report to the Principal.

## Employment Basis

This is a permanent, onsite role for preferably five days per week, commencing as soon as possible. The start date and number of working hours and days may be negotiable for the right candidate.

## Key Responsibilities

The following list outlines the key responsibilities associated with this role. At times, the role may require supporting other members of the Business Office. Additionally, the Principal, COFO or HR & Payroll Manager may assign further duties as needed.

### *COFO Support*

- Support the COFO in preparing monthly Council pre-read packs
- Prepare and edit reports, presentations and other documents as directed
- Follow up with school leaders any outstanding action items and reports for inclusion in Council pre-read packs.



- Maintain the Governors statutory registers and coordinate their annual declarations
- Generate Council agendas and upload Council documents to the online Board system
- Arrange School Council and Property Committee meetings and events, including, but not limited to, catering, room setup and IT support.
- Provide administrative support to current school property projects
- Take minutes for meetings when directed and follow up on actions from participants.
- Manage COFO filing systems and organise digital and physical documents
- Manage the diary for the COFO and handle other ad hoc administrative tasks as required.

#### *HR Support*

- Assist in the recruitment process by responding to candidate inquiries, organising candidate files for selection panels, and, when needed, scheduling interviews and induction activities.
- Draft staff contracts and letters using templates for review by the HR & Payroll Manager.
- Ensure proper documentation is received for all new staff.
- Conduct Working with Children Check verifications for all new staff, contractors, and volunteers, as required.
- Assist with compiling data for Council Reports, including but not limited, to staff turnover statistics and exit reporting.
- Provide accurate and timely general administrative support to the HR & Payroll Manager.

#### *Business Office General Duties*

- Assist in the Uniform Shop during peak periods and/or as directed.
- Provide backup support to Business Office staff as directed by COFO.
- Ensure good relationships with the school's immediate neighbours regarding capital works and other school relates matters.
- Support evacuation readiness and infrastructure-related WHS planning.



### **Qualifications & Experience**

- Qualifications in HR, Business or a related field is highly desirable but not mandatory.
- Relevant administrative and/or HR experience, preferably within the education sector or a similar community-focused industry.
- Exceptional written and verbal communication skills, with the ability to engage effectively with stakeholders at all levels.
- Proficiency in Microsoft Office, including Word, Excel, Outlook, and PowerPoint.

### **Personal Attributes**

- Calm, warm, collegial, and professional demeanour.
- High level of discretion and ability to manage sensitive information confidentially.
- Confident, flexible, and resourceful, with a "can-do" approach to unexpected situations.
- Proactive and hands-on, with the ability to manage multiple priorities effectively.
- Excellent written and verbal communication skills.
- Strong organizational and planning abilities, with a keen eye for detail.
- Outstanding work ethic, including a willingness to work flexibly when required.
- Demonstrates initiative, sound judgment, and resilience under pressure.
- Willingness to contribute positively to the broader life of the school and uphold its values.

### **Concluding Remarks**

This position description gives an indication of the scope and nature of work that an employee at this level may be expected to perform. However, the statement does not restrict the employer's right to require the employee to perform any task that is within the employee's competency and skill that is reasonable incidental to or associated with the position held.

### **Work, Health & Safety**

The School is committed to providing a healthy and safe workplace for everyone. All staff have a responsibility to take reasonable care for their own safety and that of everyone else at school or involved in school activities. As such, you must comply with reasonable Workplace Health and



Safety instructions, policies and procedures, including the provision of care to students within the scope of your role. You will also participate in school safety, such as by completing risk assessments, addressing hazards and reporting safety incidents.

### **Statement of Commitment to Child Safety and Wellbeing**

Queenwood is dedicated to creating a safe and child-friendly environment for all children and young people in our care. We emphasise a zero-tolerance policy for child abuse and harm, prioritising the best interests of students and their safety. The School is fully committed to complying with child protection laws and regulations, and we aim to foster a child-safe culture. Every member of the school community is responsible for ensuring the wellbeing and safety of all students, with a focus on keeping students' safety paramount in all their actions and decisions.

### **Applications**

Please email applications and/or send enquiries to: [employment@queenwood.nsw.edu.au](mailto:employment@queenwood.nsw.edu.au)

Applications should include:

- Your WWC number
- Resume & cover letter addressing the criteria / position requirements
- Queenwood Non-Teaching Staff Application Form: [Employment Form \(Non-Teaching\)](#)
- Your email address
- Names and phone numbers of three confidential referees

The successful applicant must be legally permitted to work in Australia and hold a valid working with children clearance in NSW.

Applications will be reviewed as they are received, and interviews may be scheduled at any time during the recruitment process. Queenwood reserves the right to close applications and/or withdraw the advertisement at any stage should a suitable candidate be identified.

Please note that as part of our recruitment process, all prospective candidates are subject to rigorous background, qualification and employment checks, including the verification of references.

