

POSITION DESCRIPTION

POSITION:	Human Resources Administrator	
STATUS:	Permanent	
TIME:	Full-time, 40 hours per week. Monday to Friday 8.00am – 4.30pm	
LOCATION:	Kristin School, Auckland, New Zealand	
VISION / CONTEXT:	Kristin School is an independent co-educational school for students from Early Learning to Year 13, which aims to provide students with a superior all-round education, to prepare them to be responsible global citizens, to think creatively, reason critically, communicate effectively, and learn enthusiastically throughout life. Key to the achievement of this vision is the School’s strategy of attracting and retaining the Best People.	
VALUES:	• Progress with vision, integrity and love	
LINE MANAGEMENT:	• Reports to Director of Human Resources	
KEY RELATIONSHIPS:	• HR Advisor • Head of Health & Safety • Finance team • Operations Manager • Director of Business Services • Staff	
SALARY:	Negotiated	
JOB PURPOSE	The HR Administrator supports the Director of Human Resources and HR Advisor with the delivery of the HR Operational Plan to support the School’s Strategic Plan. The role provides administrative support for processes including onboarding and exits, recruitment and selection, performance management and maintaining HR data.	

Accountabilities	Responsibilities & Expectations	Performance Indicators
HR Administrator	• Provide administrative support to the HR team with all areas of HR and the employee lifecycle. • Data entry and management of HR data into Bamboo HR and other HR systems. • Assist with HR safety checking processes, including Teacher Registration Checks, immigration checks, CV and reference checking. • Follow up induction checklist to ensure items are completed by relevant internal stakeholders. • Drafting Certificates of Service, Jury Service, Parental Leave, and other HR documentation. • Tidy and help maintain Applicant Tracking System (ATS). • Digitisation of hard copy files/records as directed. • Support induction processes by sending welcome cards and emails, creating induction bags, induction schedules, induction books, and other logistics as needed. • Work with marketing to ensure internal portal of staff information is up to date and links are working. • Assist with setting up First aid training days and Flu Vaccinations.	• Feedback from the Director of Human Resources and HR & Recruitment Coordinator indicates that support has been provided as required. • Databases are updated and managed as directed. • Documentation is accurately produced and recorded. • Staff records are up-to-date and digitised where requested.

Accountabilities	Responsibilities & Expectations	Performance Indicators
	Support the external contractor management process, to ensure contracts are saved on file and police checks etc are completed and stored on file.	
Health & Safety	- Facilitate a safe and supportive work environment by ensuring compliance with the School's policies, procedures, and legislative requirements. - Ensure, so far as is reasonably practicable, that steps are taken to keep staff and students safe while on the School grounds or participating in school activities.	- Evidence of compliance with School's policies, procedures, and workplace health & safety legislative requirements. - Evidence that risks to staff or students' health and safety have been eliminated or minimised so far as is reasonably practicable, ensure safe work practices, including hazard identification, accident, incident and near miss reporting for all events and EOTC RAMS forms.
Other	- To positively support the character and values of Kristin School. - Attend staff meetings as required. - Keep up to date with industry and professional knowledge, including changes in legislation. - Participates in a way that articulates, supports, and furthers the school's strategic vision. - Model positive behaviours, which support the School's Code of Ethics and Core Values. - Be involved where applicable in the life of the school, including community events, functions, and promotional activities as required.	- Evidence of attendance at Staff meetings as required. - Evidence of involvement in professional learning and development. - Evidence of support for the school's vision and strategic plan. - Evidence of demonstrating appreciation, respect, and affirmation for others and of working effectively with all stakeholders to create a positive and collaborative school culture.

Accountabilities	Responsibilities & Expectations	Performance Indicators
	Other duties as requested by the Director of Human Resources and HR Advisor.	

Key Selection Criteria
Qualifications, Training & Experience - At least 12 months experience as a HR Assistant, Administrator, Coordinator or similar role. - Basic knowledge of NZ employment legislation. - Strong administration and computer skills, including MS Office and Google Docs. - Desirable: Knowledge of Bamboo HR and / or Applicant Tracking Systems. - Recent National Police Vetting Check (To be completed by the school with results considered satisfactory by the school).
Attributes and Skills - Outstanding customer service skills - Ability to develop and maintain effective relationships with colleagues. - The ability to work as an effective and constructive team member, with a willingness to participate fully in School activities where applicable. - Excellent interpersonal skills, including the ability to listen and liaise effectively - Organised with demonstrated self-motivation and, prioritising work and managing multiple tasks - Strong verbal and written communication skills - Demonstrated personal resilience and reliability - A high degree of professional judgement and confidentiality - Flexible, approachable, and consistent in manner.

Commitment to Child Safety

Kristin School is committed to providing a safe, caring and nurturing environment and school climate to ensure the wellbeing and prevent the harm of tamariki, rangatahi, akōnga/learners, their whānau/family and staff. This is our single greatest priority and responsibility.

- Kristin is alert to potential child safety risks and takes immediate action when issues are identified.
- There is zero tolerance for abuse of any kind.
- All stakeholders are to report any child safety allegations, disclosures or concerns.
- All staff must adhere to and abide by the Student Safety Code of Conduct.

We seek, value and respect diverse representation, views and experiences in akōnga/learners and encourage individuality and choice.

- Akōnga/learners are empowered and encouraged to speak up and speak out.
- All services adhere to child rights principles of partnership, protection and participation; and the rights and responsibilities accorded by Te Tiriti o Waitangi.