

**WEMBLEY CAMPUS**

Playgroup – Year 9
61–63 Powis Street,
Wembley WA 6014

MAYLANDS CAMPUS

College Year 10–12
76 Seventh Avenue,
Maylands WA 6051

08 9387 5050
office@boldpark.com
www.boldpark.com

HR, Compliance & Executive Support

Full Time

Reporting: Susan Wyatt (Business Manager)

Bold Park Community School (BPCS) is an independent school, with a philosophy based on social constructivist principles inspired by the Reggio Emilia approach. BPCS caters for children from Playgroup to Year 12. We are seeking a dynamic, collaborative HR/Compliance professional responsible for Human Resources, Compliance and Executive Support functions at our Wembley and Maylands Campuses.

At BPCS, we are committed to providing a safe and nurturing environment for all children. We believe that the safety and well-being of our students is paramount. As part of our commitment to child safety, we uphold the highest standards of child protection and safety. This includes ensuring all staff and volunteers undergo thorough background checks and training. We foster a culture of openness, inclusivity, and mutual respect where children, families and staff feel valued and heard.

JOB OVERVIEW:

The HR, Compliance & Executive Support role will provide administrative operational support to the Business Manager and Principal and undertake a range of HR and compliance related duties including recruitment, employee inductions, onboarding, staff training, preparation of documents, registration compliance, reporting and project work when required.

This person will also support the unique philosophy of the School, possess excellent interpersonal skills and will actively engage with the community of students, teaching teams and families within the School.

Reporting to the Business Manager, if you are enthusiastic about making a difference and thrive in a fast-paced environment, we encourage you to apply for this exciting opportunity.

KEY RESPONSIBILITIES AND DUTIES:

Human Resources Accountabilities

Consult, support, and actively partner with the Business Manager on the following matters as required but not limited to;

- Recruitment, selection, employee relations, performance management and training
- On-boarding and induction for new employees, off-boarding for exiting employees
- Coordinating of pre-employment checks (ie. reference checks, WWCC and other due diligence)
- Assisting payroll with timesheets, staff absentee data, workers compensation
- Coordinating relief staff
- Assisting in maintaining and updating forms, templates, org charts, relevant to HR
- Complying with all documented WHS policies, procedures, work instructions and verbal instructions issued by BPCS or its officers.



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Compliance

- Assisting in document preparation and maintenance to ensure compliance with Non-Government Schools Registration Standards and other requirements
- Assisting in the improvement of the School's governance functions, to ensure they are up-to-date, compliant and reflecting best practice.

Executive Support

- Providing efficient administrative operational support to the Business Manager and Principal
- Assisting the Administration team with special projects, preparation of reports and background research as required
- Participating in continuous improvement and review and contribute to the development of procedures and flow charts for effective administrative support
- Booking travel and accommodation as required.

ESSENTIAL APPLICANT QUALITIES:

- Tertiary qualifications in Human Resources, Business Administration or similar, or equivalent demonstrated experience
- Demonstrated knowledge of contemporary HR practices & processes
- Experience of recruitment and selection/onboarding processes
- Excellent working knowledge of Microsoft Office 365 products
- High quality administrative skills with the ability to manage several competing tasks simultaneously and to meet deadlines
- Police clearance and Working with Children Check (or the ability to acquire)
- Previous experience in a similar role
- Always ensure discretion/confidentiality and handle sensitive information appropriately
- High level interpersonal communication skills
- Highly developed verbal and written communication skills
- Self-motivated with a continuous improvement attitude.

DESIRABLE APPLICANT QUALITIES:

- Experience in an educational setting
- Previous experience in writing and editing policies, procedures, and guidelines
- Experience in ensuring compliance with relevant regulations and standards
- Proven experience in preparing and submitting successful grant applications
- Ability to work independently and as part of a wider team
- Certificate "Mandatory Reporting of Child Sexual Abuse in WA" (or the ability to acquire).

APPLICATION PROCESS:

Please address all applications to the Business Manager, Susan Wyatt (business@boldpark.com).

A cover letter of no more than 2 pages, addressing the essential and desirable qualities, coupled with a CV are required to apply. Applications open until the position is filled.

BPCS respectfully acknowledges the Whadjuk Noongar people as the traditional owners and custodians of the land on which our school is situated. We acknowledge their ancestors, who for many thousands of years gathered on this site to live, learn and grow. We are committed to honouring the Noongar people and their heritage by building our young people's connection to this land through the inclusion of indigenous knowledge and perspectives