

Candidate Information Pack

HR & WHS Assistant





THE APPLE
MIDDLE SCHOOL

St Martins Vision, Mission and Values

We are a welcoming, caring, Christ-centred learning community where students grow, flourish and are inspired to make a difference.

Vision

We will be known as a College in which everyone is welcome, cared for and feels proud to belong. Our highly skilled, dedicated staff will partner with families and the community to support and challenge each student to engage with learning and achieve their best. Our College environment will excite, inspire and enable flexible approaches to teaching.

Mission

Christian values and positive relationships are at the centre of everything we do. Each member of our community feels cared for, empowered and that they belong. We work together as stewards of God's creation for a sustainable future.

We are committed to continually improving and striving for excellence. Informed by research and a contemporary understanding of education, we use flexible, innovative approaches to inspire each student to engage positively in learning. We support each student to develop life skills, resilience and wellbeing. We encourage them to use their gifts and pursue their passions, celebrating achievement and personal growth.

Learning, community and social spaces are established to support connection, engagement and flexible approaches to learning. Our College environment is continually developed to excite, inspire and provide access for all.

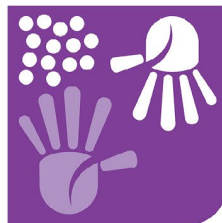
Values

St Martins Lutheran College provides a positive learning environment in a vibrant community. We are a caring Christian school and our community embraces the following values:



Compassion

The St Martins community demonstrates kindness and service to others. We are open and responsive to the needs of others, reaching out and actively caring for those in need.



Respect

We treat everyone with fairness and offer acceptance to all with genuine concern for the rights and well-being of the community.



Growth

We value development in learning and wisdom by encouraging students and staff to be curious and inquisitive about the world around them, motivating them to build on their strengths.



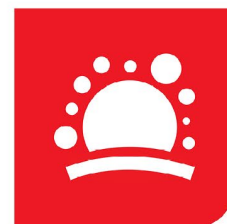
Faith

We share the love and grace of God with everyone in everything we do. Our community is nurtured spiritually to create an awareness of the strength we have in Christ.



Encouragement

We are guided to be our best and to look for the best in others.



Hope

We are inspired to view the world with optimism. We treat challenges as opportunities to build resilience. Our aim is to build a positive mindset that is open to learning. Those who hope in the Lord will renew their strength.



APPLICATION GUIDELINES

Title	HR & WHS Assistant
Grade	Lutheran School Officer Grade 2 \$39.90 per hour
Tenure	Permanent Part-time
Hours	15 hours per week Term time only

Welcome

Thank you for your interest in joining the team at St Martins Lutheran College. Established in 1982, we are a family-friendly College with a strong sense of community, where everybody is valued for who they are as an individual and where learning is at the heart of everything we do.

To be considered for a position at St Martins we require candidates to submit a written application as described in the How to Apply section. Our selection process typically includes an assessment of written applications as well as interviews. However, we may also request that you undertake medical, psychological or skills assessment relevant to the role.

Interviews provide a great opportunity for both the College and the candidate to get to know each other. We encourage open and honest conversation, and we will manage your personal information in accordance with our Privacy Policy located on our website.

We are excited to introduce the new role of HR & WHS Assistant, which has been created to provide dedicated administrative support across our human resources and workplace safety functions. This role is a wonderful opportunity to contribute to a safe, supportive, and well-organised College environment where people are valued and cared for.

If you have any questions about this position or the application process, you are encouraged to direct a confidential enquiry to Mandy Taylor, HR & Compliance Manager, at hr@stmartins.sa.edu.au or 08 8725 1430.

Applicant Requirements

St Martins Lutheran College has a zero-tolerance approach regarding harm to children and young people and are committed to acting in students' best interests and keeping them safe from harm.

Each member of the College has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision that they make.

Employment will only be offered to applicants who have or are willing to obtain a South Australian Working with Children Check for paid employment and undergo a child safe background screening.



APPLICATION GUIDELINES

How to Apply

To apply for this position, email a written application (PDF or Word formats only) to Mandy Taylor, HR & Compliance Manager, at hr@stmartins.sa.edu.au by **Wednesday 1 October 2025**.

Applications should include:

- 1. Cover Letter**

Maximum of one page, identifying the reasons for your interest in the position.

- 2. Resume**

Professional resume inclusive of two employment references.

- 3. Selection Criteria**

A written response to the following two selection criteria, identifying your suitability for the role. The full job description can be found on the following pages of this document. Your response to the selection criteria should not exceed one page.

- a. Confidentiality & Professionalism:**

This role requires handling sensitive employee, volunteer, and College records. Please provide an example of how you have managed confidential or sensitive information in a previous role. How did you ensure privacy, accuracy, and discretion were maintained?

- b. Organisation & Attention to Detail**

The HR & WHS Assistant role involves maintaining accurate records, monitoring compliance requirements, and supporting HR and WHS processes. Please describe your experience in managing administrative tasks that required strong organisational skills and high attention to detail. How do you prioritise tasks and ensure deadlines are met?



JOB DESCRIPTION

1. Summary of the broad purpose of the job in relation to the College’s goals.

The HR & WHS Assistant provides administrative support across human resources, work health and safety, and compliance functions of the College. The role assists with the full employee lifecycle by maintaining accurate records, preparing documentation, and supporting recruitment, onboarding, and offboarding processes.

The position supports WHS functions of the College by maintaining registers, filing documentation, supporting training compliance, and assisting with emergency preparedness activities. The Assistant also supports volunteer onboarding, compliance checks, and general administrative tasks to ensure records and processes remain accurate and up to date.

2. Reporting / Working Relationships

The HR & WHS Assistant reports to the HR & Compliance Manager and works closely with the WHS & Compliance Coordinator. The role also engages with teaching and non-teaching staff across the College to ensure HR and WHS requirements are met. In addition, the position liaises with volunteers to manage compliance documentation and induction processes and assists contractors and external service providers with required onboarding.

3. Special Conditions

Conditions of employment are outlined in the Lutheran Schools SA Enterprise Agreement. A probation period of 12 weeks will apply.

4. Statement of Key Outcomes & Associated Activities

Human Resources Support

- Provide administrative support across the full employee lifecycle, including recruitment, onboarding, probation, performance review, contract variations, leave management, and offboarding.
- Ensure employee records are accurate and kept up to date throughout their employment, from commencement through to exit, including mandatory requirements (e.g., WWCC, RRHAN-EC, Teacher Registration and First Aid).
- Assist with preparing documentation at each stage of the employee lifecycle (e.g., contracts, variation letters, exit checklists, certificates of service and training).

WHS Administrative Support

- Maintain and update WHS registers (e.g., incident, hazard, risk).
- Monitor staff completion of WHS training and support scheduling of mandatory compliance modules.



- Maintain WHS communication points across the College (e.g., noticeboards, safety documentation).
- Upload and file WHS documentation, including SDS records and evacuation maps.
- Assist with data entry and system maintenance in the College's compliance and assurance systems.
- Collate incident/hazard reports for review and escalate incomplete information to the WHS & Compliance Coordinator.
- Support the coordination of emergency drills by preparing staff lists, attendance sheets, and distributing evacuation maps.

Volunteer Coordination Support

- Support administrative aspects of the College's volunteer onboarding process, including induction materials or information packs for new volunteers.
- Maintain records of volunteer checks and induction.
- Liaise with volunteers for compliance documentation and training reminders.
- Maintain up-to-date volunteer contact details and assist with general communication.

General Administration

- Assist with meeting preparation, including preparing agendas and taking minutes for both HR & WHS functions.
- Formatting of policies and procedures, aligning with the College's style guidelines.
- Provide administrative support for audits and reviews (e.g., gathering documents, collating registers).
- Schedule HR and WHS appointments and meetings in staff calendars.
- Assist with the preparation of HR and WHS communications (e.g., notices, reminders, posters, or updates for staff newsletters).
- Provide administrative support to the HR & Compliance Manager.

Statement of Flexibility

This job description outlines the primary duties and responsibilities of the role. However, as the needs of the College evolve, the incumbent may be required to undertake additional tasks within their capability and expertise. Flexibility and adaptability are essential in responding to changing priorities, and the role may include duties as reasonably directed, commensurate with the incumbent's grade and experience, to support the College's objectives.



PERSON SPECIFICATION

1. Educational / Vocational Qualifications

- Current South Australian Working with Children Check (WWCC) for paid employment
- Responding to Risks of Harm, Abuse and Neglect training (can be obtained upon employment)
- Valuing Safe Communities training (provided by the College)

2. Personal Skills, Abilities & Aptitude

- Strong organisational and time management skills.
- High attention to detail and accuracy in maintaining records and documentation.
- Effective written and verbal communication skills.
- Ability to manage confidential and sensitive information with discretion both internally and externally.
- Capacity to prioritise tasks and meet deadlines.
- Proficiency in using ICT systems.
- Capacity to work collaboratively as part of a team.
- Demonstrate a capacity to commit to the College's Vision, Mission and Values, that underpin the delivery of a Christian based education to students in the College

3. Experience

- Previous experience in an administrative or clerical role.
- Experience maintaining accurate records, registers, or databases.
- Experience preparing standard correspondence, agendas, or meeting minutes.

4. Knowledge

- General understanding of HR administrative processes across the employee lifecycle.
- Awareness of basic WHS principles, registers, and compliance requirements.
- Understanding of confidentiality, privacy, and record-keeping obligations.

5. Work Health and Safety

All staff are expected to comply with the College's WHS Policy by taking reasonable care for their own health and safety, as well as that of colleagues and others in the workplace. This includes using and maintaining equipment correctly, keeping work areas free from hazards, reporting safety incidents promptly, and ensuring that their actions do not place others at risk. Staff must also



cooperate fully with St Martins Lutheran College in all measures required to maintain a safe and healthy work environment.

6. Classification Level

The position of HR & WHS Assistant carries a Classification Level of Lutheran Schools Officer Grade 2. (Refer to the guidelines in the current Lutheran Schools SA Enterprise Agreement for additional details relating to roles and responsibilities at this Grade Level.)

7. Performance Standards & Review

An annual Professional Development Plan is completed with the HR & Compliance Manager to review the capacity to meet role requirements, identify any additional training needs, and discuss overall job satisfaction.



St Martins Lutheran College

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