



ST PIUS X COLLEGE

CHATSWOOD

Human Resources Administration Officer

St Pius X College, Chatswood is seeking to appoint a dedicated and innovative Human Resources Administration Officer to provide support to the Human Resources and Compliance Manager. This is a 3 day per week position during Term time commencing during Term 4 2026. Knowledge of HR Program ELMO would be an advantage.

The successful applicant will:

- Demonstrate a clear understanding and commitment to the Mission of the Catholic School;
- Be supportive of the Edmund Rice ethos of the College;
- Demonstrate excellent written and verbal communication skills;
- Possess excellent IT skills (including Excel);
- Work collaboratively with the Human Resources and Compliance Manager;
- Be able to work with colleagues to create a positive and collaborative working environment;
- Maintain confidentiality in discussions with staff, students and parents;
- Have the ability to organise, multitask and prioritise;
- Provide accurate and timely administrative support across the employee lifecycle, including recruitment, onboarding, employment variations and separation processes;
- Maintain accurate and confidential employee records, personnel files and human resources databases in accordance with privacy and record-keeping requirements;
- Prepare employment documentation, correspondence, reports and HR-related forms with a high level of accuracy and attention to detail;
- Assist with recruitment administration, including advertising vacancies, coordinating interviews, undertaking pre-employment checks and communicating with candidates
- Coordinate staff onboarding and induction activities, ensuring required documentation, clearances and policy acknowledgements are completed;
- Monitor mandatory training, Working with Children Check and other compliance records, and follow up outstanding requirements as needed;

To apply please complete the online application form and provide the following information by upload as soon as possible. Applications close on Tuesday 29 September 2026.

- Letter of application (addressed to Mr Michael Ronchetti, Principal)
- Curriculum Vitae
- The names and contact details of 3 Referees

https://spxchatswood.formstack.com/forms/administration_ict_finance_canteen_maintenance_and_grounds_staff_application

Please direct any enquiries to:

Mr Wayne Wheatley

HR and Compliance Manager

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