

Information for Applicants

Office & HR Operations Coordinator

Thank you for your interest in the advertised position. Below you will find position details and instructions to follow when submitting your application.

On the following pages you will find the Position Information Document.

Position Details

Office & HR Operations Coordinator

- ESO Grade 4 – Administration Stream
- Permanent Fulltime Position
- Commencing 25 May 2026
- 37.5 hours per week, 52 weeks per year
- Salary \$80,480 (Grade 4 – Year 1)

Application

Your application should include the following:

1. A cover letter.
 - Highlighting your relevant experience, skills, and personal attributes that align with the Mercy Education values of the College
 - Provide examples demonstrating your people-first approach when interacting with colleagues, students, families, and the wider community.
2. Your Curriculum Vitae, which provides details of your qualifications and/or experience as well as three recent referees.
3. Employment Declaration – Please ensure that you also complete the [CESA Employment Declaration Form](#) and include it with your application.

Please submit your application via email to hr@sac.sa.edu.au and address it to:

Ms Paddy McEvoy
Principal

Applications close on Wednesday 29 April 2026 at 9:00am – successful applicants may be invited for an interview prior to the listed closing date.

Position Information Document

Office & HR Operations Coordinator

School Context

St Aloysius College is a Catholic school for girls shaped by the tradition of Mercy. St Aloysius College was established in Adelaide in 1880 by the Sisters of Mercy to educate girls to realise their own potential and to contribute more fully to the wider community. The College's Mercy Lights Strategic Plan calls us to find new and creative ways to embody Mercy and to take up the challenge to empower young women to play a vital part in the world.

Our mission: *With faith and courage, we nurture in our students an enduring zest for all aspects of life and learning, inspiring them to be confident individuals who make a difference in the world.*

The Mercy Values of St Aloysius College underpin all that we do:

Compassion ♦ Hospitality ♦ Justice ♦ Service ♦ Respect ♦ Courage

Position Overview

The Office & HR Operations Coordinator plays an important role in supporting the smooth and safe day-to-day running of the College, coordinating front office services, human resource administration and compliance processes.

Working with a high level of independence, the role uses initiative, discretion, and sound judgement within established policies and procedures. A genuine people-first approach is central to the role, ensuring every interaction is welcoming, respectful, and responsive for staff, students, families, and visitors.

In close collaboration with the College Leadership Team, the position helps foster a professional, supportive and well-organised environment aligned with Mercy Education values, while providing day-to-day guidance and support to a small administrative team.

Position Details

Position Title:	Office & HR Operations Coordinator
Key Working Relationships:	Direct Line Manager: Human Resource Manager Accountable to: Principal Executive team Reception and First Aid Staff Staff, Students, Visitors to the College
Standard Hours of Work:	37.5 Hours per week: 52 Weeks per year:
Position Classification:	Education Support Officer – Administration Stream Grade: 4

Terms and conditions in accordance with the South Australian Catholic Schools Enterprise Agreement (2020)

ROLE SPECIFICATIONS

The Key Result Areas below identify the priorities of the position.

KRA: Living out Mercy values in the SAC environment

You fulfil a vital role in supporting the mission of the College by honouring the Mercy ethos and by making a positive contribution to the development of a Catholic Community. You are encouraged to participate fully in the life of the College and to support school activities and functions. This may require you to assist with the supervision of students or other allocated tasks at major school events such as sport carnivals, Masses, Mercy Day activities as well as participate in professional development, staff meetings and other meetings as required.

KRA: Coordinating front office operations to provide a welcoming, responsive and organised environment

- Coordinate daily office operations, prioritising workflows and managing competing demands
- Provide day-to-day guidance and support to administrative staff, ensuring efficient workflow and service delivery adopting a solution focused approach
- Coordinate cover as required for the Schools Nurses in the First Aid Room
- Manage communication systems, ensuring timely and professional handling of enquiries, correspondence, and scheduling
- Provide high-level administrative support to the HR Manager
- Support reception operations as required, including occasional First Aid Room coverage
- Assist with administrative coordination of College programs, including student Work Experience under the guidance of the Careers and VET Coordinator
- Develop and maintain systems to support Sports Coordinators in managing compliance and administrative requirements for sports coaches

KRA: Supporting staff experience through efficient and approachable HR administration

- Provide warm, professional engagement with all members of the College community
- Support recruitment processes, including advertising, applicant communication, interview logistics and onboarding
- Maintain accurate, confidential personnel records within College systems including SEQTA, Synergetic, Consent2Go and DayForce
- Support administration of staff compliance requirements, including professional learning and mandatory training
- Provide confidential administrative support in employee relations processes
- Collaborate with the HR Manager to review and streamline HR workflows, improving efficiency and consistency
- Support the development and implementation of effective induction processes, including compliance requirements for volunteers

KRA: Ensuring a safe, compliant, and well-governed operational environment is maintained

- Administrative and HR practices align with Mercy Education Ltd and CESA policies, legislative requirements, and College procedures
- Coordinate compliance processes for contractors, volunteers, and external providers, including verification of clearances, licences, and insurance
- Oversee volunteer engagement processes, including induction, documentation, and adherence to College policies and WHS requirements
- Act as Nominated Authorising Person (NAP) for Archdiocese police checks
- Compile reports and maintain databases to demonstrate compliance (e.g. TRB audits, NCCD data)
- Support emergency management processes, including drills and communication
- Maintain accessible communication channels to ensure staff awareness of WHS information

PERSON & PROFESSIONAL SPECIFICATIONS

Skills

- Exceptional interpersonal and communication skills, with a commitment to a people-first approach
- Ability to work with moderate supervision, exercising initiative, discretion, and sound judgement
- Excellent written and verbal communication and interpersonal skills
- Highly organised, with the ability to manage competing priorities and meet deadlines
- Effective time management and prioritisation skills
- Ability to engage with children and young people in a respectful and supportive manner
- Proficient ICT skills and capacity to learn College systems

Knowledge

- Knowledge of and commitment to the Catholic ethos and local community
- Knowledge of contemporary customer service approaches and HR priorities
- Knowledge of the responsibilities of the employer and employee under WHS Legislation
- Knowledge of school policies, procedures and philosophy

Experience/Qualifications/Training

- Demonstrated experience in administration and/or HR (school setting desirable)
- Current Provide First Aid in an Education and Care Setting (HLTAID012) Certificate
- Current Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) Certificate
- Current Department of Health Services Working with Children screening clearance
- Current Screening and Verification Catholic Clearance Card (Catholic Archdiocese of Adelaide)

Special Conditions

- Some extra hours and flexibility of hours may be required around special events in the life of the College and around Key Result Areas (KRA)
- There is a requirement to participate in an annual performance review
- Willingness to perform any other duties as required from time to time by the Principal

Work Health and Safety

WHS duties as required, particularly for evacuation drills. This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012

As a *Worker*, while at work you must –

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 28 WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

PID Reviewed: April 2026