



## Information for Potential Applicants

Thank you for your interest in this position.

Attached you will find the Position Information Document relating to this role.

The panel will draw up a shortlist of applicants for interviews based on applications, and where necessary, referee reports.

If you decide to apply, your application should include a cover letter, your Curriculum Vitae/Resume and a brief Context Statement addressing the Position Information Document. You must also complete the Employment Declaration Form located at [https://www.tenison.catholic.edu.au/files/45327748/CESA\\_Employment\\_Declaration.pdf](https://www.tenison.catholic.edu.au/files/45327748/CESA_Employment_Declaration.pdf).

Please include a list of 2-3 referees with contact phone numbers. It is essential that you seek your referees' permission and ensure they are willing to speak about you in relation to this position.

Email applications should include the relevant Job Title in the subject line and be sent as ONE DOCUMENT to [denym@tenison.catholic.edu.au](mailto:denym@tenison.catholic.edu.au) by the closing date.

Alternatively, please forward your application by post to:

Mary de Nys  
HR Officer  
Tenison Woods College  
PO Box 965  
Mount Gambier SA 5290

### Applications close on Friday, 2 May 2025 at 1.00pm.

We will send an email advising you that we have received your application and then you will either receive a phone call requesting that you attend an interview, or a letter advising you have not been shortlisted.

The process, from the closing date of applications through to shortlisting and interviews, will ideally take approximately 1-2 weeks.

On behalf of Tenison Woods College, I thank you for your interest and effort, and I wish you well should you decide to proceed with your application.

Yours sincerely

**Mary de Nys**  
**Human Resources Officer/Principal's Assistant**

## Position Information Document (PID)

As an Early Years to Year 12 Catholic, coeducational College with over 1,500 students, Tenison Woods College is renowned for its academic achievement, wonderful facilities, strong pastoral care program, close involvement of families and a safe, supportive learning environment.

The College has a strong commitment to creating positive futures for all students through its motto of "Let Your Light Shine".

Staff thrive on the leadership and professional development opportunities provided by the College and enjoy the benefits of working in a well-resourced and exciting learning environment.

### Payroll Officer Education Support Officer (ESO)

<b>Status:</b>	This is a permanent position working in the Front Office of Tenison Woods College. The role will be 21 hours per week (Monday to Wednesday) 46 weeks per year.
<b>Commencement date:</b>	Term 2, 2025 (as soon as practical)
<b>Area of appointment:</b>	Finance
<b>Position Reporting to:</b>	Principal; Business Manager
<b>Employment Requirements:</b>	<p>The person appointed to this position is accountable to the Principal and responsible for the payroll duties of the College. This position will involve working under the supervision of the Business Manager and in conjunction with the HR Officer. It is a position that will involve a wide variety of functions and will require a flexible approach to all the required tasks and a total school view in the approach to the job.</p> <p>As an employee of this school you will be expected to support our aims and philosophy by your conduct and interactions with the school community and by being an example of the Christian virtues. You must also ensure that at all times you avoid injury to the religious susceptibilities of the Catholic school community.</p> <p>This position has a 3 month probation period.</p>

### General Requirements – Non Teaching Staff

The non-teaching staff of Tenison Woods College fulfil a vital role in supporting the education program of the College. They must support the aims and philosophy of the school by making a positive contribution to the development of a Christian community. The non-teaching staff must be aware of and comply with Work Health & Safety policies and practices of the College. Occasionally non-teaching staff may be required to attend professional development or work related sessions conducted at the College or elsewhere, within or outside of the employee's normal working hours. The non-teaching staff are encouraged to participate fully in the life of the College community and to support school activities and functions. They may be required to assist with the supervision of students or other allocated task at major school events such as sports days, school masses, and assemblies.

## Role Purpose

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### **The successful applicant should:**

- Demonstrate a high level of personal integrity and conduct.
- Demonstrate problem solving and recommend practical solutions to operational problems.
- Provide professional, effective and efficient payroll duties which result in the delivery of high-quality services to the College staff.
- Demonstrate sound interpersonal, written and verbal communication skills to maintain positive working relationships with a wide variety of stake holders including addressing issues with patience and diplomacy.
- Display excellent administrative and organisational skills and an approach to work which emphasises accuracy and thoroughness.
- Work without supervision; cope with high volumes of work; deal with competing demands; set and meet deadlines; determine priorities and organise activities to provide excellent service.
- Work collaboratively in a team environment, contribute to and encourage a culture of teamwork and take a shared responsibility for achieving results.
- Participate in relevant training and development activities.
- Have the ability to initiate and implement workplace change, particularly in relation to the identified evaluation of improved work practices.
- Develop a sound working knowledge of operations, systems and processes.
- Support the development and maintenance of a best practice WHS culture within the workplace.
- Demonstrate and apply knowledge of all Work Health & Safety (WHS) Procedures. Complete compulsory WHS training as required.

## Essential Skills

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### **The appointed person will need to possess the following skills:**

- Knowledge of the Preceda (Dayforce) payroll system is an advantage.
- Extensive experience in computerised payroll, accounts payable and receivable.
- Interpreting and applying award (EA) and other industrial conditions.
- A background in managing a school payroll system or handling high-volume payroll operations.
- Superior customer service skills and a friendly, outgoing disposition.
- High capacity to prioritise workloads and meet deadlines.
- Extreme high level of attention to detail and accurate processing.
- Knowledge of superannuation requirements.
- Be of neat personal appearance.
- Ability to reflect the Catholic ethos of the College in a practical way.

## The position involves the following duties:

### Contributing to an efficient and accurate payroll service by:

- Maintaining employee and standard payroll data in the payroll system and making approved changes for each pay run.
- Processing computerised payroll and assisting with payroll quality control.
- Ensuring all payments are paid in a timely manner.
- Assist in the calculation and maintenance of all leave entitlement data.
- Calculate and enter all fortnightly journals from payroll to other financial systems.
- Calculate payroll for casual staff through timebooks (eg OHSC staff, cleaning team).
- Assist the Business Manager, Operations Manager and Finance department with the preparation of payroll related documents or investigations .
- Work closely with the HR Officer to ensure all leave records are correctly recorded.
- Other duties which may be required from time to time as requested by the Business Manager, Office Manager or Principal.

## Specific requirements

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### Qualifications and Training

- Working with Children Check to work in Catholic Education SA.
- Approved Mandatory Notification training (this can be organised by the College).
- Experience with the Preceda payroll system is an advantage.

## Your Responsibility

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Once you have completed your application and additional information it will be your responsibility to ensure that:

- The role description has been addressed.
- You have demonstrated that you can carry out all of the duties of the position.
- You can provide proof of your qualifications and experience.
- You have included the name, position title and telephone number of your three (3) referees.
- Your application is signed and reaches the HR Officer by **Friday, 2 May 2025 at 1.00pm.**

Please email a copy of your application (as ONE document) to Mary de Nys at [denym@tenison.catholic.edu.au](mailto:denym@tenison.catholic.edu.au) or send your application via post to:

Mary de Nys  
HR Officer  
Tenison Woods College  
PO BOX 965  
MOUNT GAMBIER SA 5290

#### REVIEW DATES:

*Please Note: This job description seeks to provide clarity and focus to the general role. It is not intended as - nor can it be - an all inclusive list of every task that may emerge during the course of work, nor is it a static document. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*