


## POSITION DESCRIPTION

POSITION:	Human Resources Assistant	
STATUS:	Fixed –Term	
TIME:	Part-time – 20 hours per week. Work pattern/days negotiable. Fixed term to 12 December 2025.	
LOCATION:	Kristin School, Auckland, New Zealand	
VISION / CONTEXT:	Kristin School is an independent co-educational school for students from Early Learning to Year 13, which aims to provide students with a superior all-round education, to prepare them to be responsible global citizens, to think creatively, reason critically, communicate effectively, and learn enthusiastically throughout life. Key to the achievement of this vision is the School’s strategy of attracting and retaining the Best People.	
LINE MANAGEMENT:	<ul style="list-style-type: none"><li>• Reports to Director of Human Resources</li></ul>	
KEY RELATIONSHIPS:	<ul style="list-style-type: none"><li>• HR &amp; Recruitment Coordinator</li><li>• Head of Health &amp; Safety</li><li>• Finance team</li><li>• Staff</li></ul>	
SALARY:	\$23.50 per hour plus 8% holiday pay.	
JOB PURPOSE	The HR Assistant supports the Director of Human Resources and HR & Recruitment Coordinator with the effective running of all HR operations. The role provides administrative support, including data entry, filing, digitising of records, assisting with HR compliance checks, documentation production, and general maintenance of HR databases.	

Accountabilities	Responsibilities & Expectations	Performance Indicators
<b>HR Assistant</b>	<ul style="list-style-type: none"> <li>• Provide administrative support to the HR team for all HR operations.</li> <li>• Transfer of data from Synergetic to Bamboo HR.</li> <li>• Saving of employee information in databases.</li> <li>• Assist with HR checking processes.</li> <li>• Drafting Certificates of Service, Jury Service, Parental Leave, and other HR documentation.</li> <li>• Tidy Applicant Tracking System (ATS)</li> <li>• Digitisation of hard copy files/records as directed.</li> <li>• Assist with other reasonable HR tasks as requested by the Director of Human Resources or the HR &amp; Recruitment Coordinator.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from the Director of Human Resources and HR &amp; Recruitment Coordinator indicates that support has been provided as required.</li> <li>• Databases are updated and managed as directed.</li> <li>• Documentation is accurately produced and recorded.</li> <li>• Staff records are up-to-date and digitised where requested.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Facilitate a safe and supportive work environment by ensuring compliance with the School's policies, procedures, and legislative requirements.</li> <li>• Ensure, so far as is reasonably practicable, that steps are taken to keep staff and students safe while on the School grounds or participating in school activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of compliance with School's policies, procedures, and workplace health &amp; safety legislative requirements.</li> <li>• Evidence that risks to staff or students' health and safety have been eliminated or minimised so far as is reasonably practicable, ensure safe work practices, including hazard identification, accident, incident and near miss reporting for all events and EOTC RAMS forms.</li> </ul>
<b>1. Other</b>	<ul style="list-style-type: none"> <li>• To positively support the character and values of Kristin School.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of involvement in activities of the School, including community events, functions, and promotional activities, as the part-time role allows.</li> </ul>

Accountabilities	Responsibilities & Expectations	Performance Indicators
	<ul style="list-style-type: none"> <li>Be involved where applicable in the life of the School, including community events, functions, and promotional activities as required within part-time hours.</li> <li>Other duties as requested by the Director of Human Resources and HR &amp; Recruitment Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of contribution to positive team culture and success.</li> </ul>

Key Selection Criteria
<p><b>Qualifications, Training &amp; Experience</b></p> <ul style="list-style-type: none"> <li>Previous experience in administration or customer service.</li> <li>Ideally be holding or working toward a tertiary level HR or similar qualification.</li> <li>Recent National Police Vetting Check (To be completed by the School with results considered satisfactory by the School).</li> </ul>
<p><b>Attributes and Skills</b></p> <ul style="list-style-type: none"> <li>Outstanding customer service skills</li> <li>Ability to develop and maintain effective relationships with colleagues.</li> <li>The ability to work as an effective and constructive team member, with a willingness to participate fully in School activities where applicable.</li> <li>Excellent interpersonal skills, including the ability to listen and liaise effectively</li> <li>Organised with demonstrated self-motivation and, prioritising work and managing multiple tasks</li> <li>Strong verbal and written communication skills</li> <li>Demonstrated personal resilience and reliability</li> <li>A high degree of professional judgement and confidentiality</li> <li>Flexible, approachable, and consistent in manner.</li> </ul>