

People & Culture Administrator

The Knox School is an independent, co-educational, and non-denominational community from ELC to Year 12, where every student is known, valued, and supported to grow. Achievement, Care, Empathy, Resilience, Responsibility and Respect are equally valued here, because education is not just about what students learn, but about creating individuals who are adaptable, thoughtful, and ready to write their own stories.

Our teachers know their students deeply, creating personalised learning experiences that build confidence, spark curiosity, and inspire a lifelong love of learning. We celebrate individuality, courage, and connection, preparing young people to contribute thoughtfully and confidently to the world around them.

We have again been recognised as an Employer of Choice and one of the 5-Star Best Schools 2025 by The Educator, a testament to our commitment to creating an environment where both students and staff feel valued, inspired, and supported to thrive.

An exciting opportunity has arisen for a dedicated, warm and experienced People & Culture Administrator to join the TKS Team. The People & Culture Administrator plays a vital role in bringing our HR activities, processes and procedures to life. This position is perfect for someone who demonstrates genuine dedication to community and thrives on fostering ongoing development in a positive, collaborative environment.

In this role, you'll be trusted to handle sensitive information with care and confidentiality, whilst building warm, professional relationships across our school community. As a natural communicator and proactive self-starter, you'll manage multiple priorities with composure, think ahead to anticipate needs, and embrace new technology with confidence. Above all, you'll be genuinely committed to growing personally and professionally, always looking for ways to contribute to the ongoing success of our People & Culture function.

About the position:

- Provide high-level administrative support across all aspects of the employee life cycle
- Support recruitment processes including posting job advertisements, screening applications, coordinating interviews and conducting reference checks
- Manage onboarding and induction processes, ensuring new staff are first-day ready
- Maintain compliance records for staff qualifications including VIT registrations, Working with Children Checks, and mandatory training certifications
- Oversee the creation, maintenance and archiving of employee files and HR documentation in digital systems
- Prepare employment documentation including letters of offer, position descriptions and correspondence
- Support the Head of People & Culture with HR projects, reporting requirements and general administrative tasks

About you:

You will be a natural communicator who brings warmth and professionalism to every interaction, enjoy working as part of a team, and have strong organisational skills with the ability to manage multiple priorities. You must support the School's vision and ethos and demonstrate the School Values of Achievement, Responsibility, Respect, Resilience and Care and Empathy. You will be an excellent professional role model for our staff and students.

Working at The Knox School offers:

- A warm, supportive and stimulating work and learning environment set amongst beautiful grounds
- Opportunities for ongoing development
- Onsite Community Café (with barista-quality coffee), Reformer Pilates and Gym
- Employee Assistance Program
- Gifted shutdown period over Christmas and New Years (approx. 2 weeks on top of 4 weeks Annual Leave)
- Discounted School Fees
- Onsite car parking

The ideal candidate will have:

- Qualifications in Human Resources, Business or related discipline
- Excellent interpersonal and written communication skills
- Current Employee Working With Children Check and Police Check
- A collaborative spirit and genuine enthusiasm for supporting people-focused work
- The ability to handle sensitive information with confidentiality and discretion
- A self-starter who takes initiative and works well both independently and as part of a team
- Meticulous attention to detail and accuracy in completing tasks
- Strong time management skills and the ability to remain calm and organised under pressure
- A genuine commitment to personal and professional development
- Strong digital literacy skills including Microsoft Office (Excel, Outlook, Word, Teams) with the ability to learn and utilise Synergetic, Schoolbox & Paperly
- Knowledge and understanding of the School's obligations in respect of Ministerial Order No. 1359, the Reportable Conduct Scheme, mandatory reporting, record keeping in relation to student safety and wellbeing, the failure to disclose and failure to protect offences (and any other information sharing and reporting obligations that may arise). Training will be provided
- Working knowledge of, and be able to, adhere to School policies and student safety practices, including those detailed in the Student Safety at The Knox School Handbook which can be accessed [here](#)
- A supportive and respectful attitude to students and their families and builds positive connections with all members of the school community
- A current Level 2 First Aid Qualification, including CPR, Anaphylaxis and Asthma Training (or willingness to obtain one). Training is provided by the school annually

Commitment to Student Safety:

The Knox School is committed to providing a student safe and friendly environment, where children and young people are safe, feel safe and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse or reportable conduct and are committed to acting in our student's best interests and keeping them safe from harm.

The School regards its student protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a student safe culture.

Applicants are invited to submit their resume along with a cover letter addressed to Fiona Kapkidis, Head of People & Culture (HR) via www.seek.com.au by **Friday 27 February 2026**.

Applications will be reviewed as they are received, and qualified candidates may be interviewed before the closing date. We encourage those interested to apply as soon as possible, as the School reserves the right to make an appointment at any stage of the process.