



Position Description

Payroll Manager



Welcome to our School

Since 1892, when our doors first opened with five staff and 17 students in attendance, Haileybury has been a centre of continual development: learning, teaching and location have all undergone transformative change on our path to become the School we are today.

The School has enrolments exceeding 7,000 across its campuses and operations in Berwick, Brighton, Keysborough, Melbourne City, Haileybury Pangea, Darwin (Northern Territory) and across South East Asia in China, Vietnam, Timor-Leste, Vanuatu and Indonesia.

Haileybury has been endorsed as one of Australia's best schools with multiple awards from the Australian Education Awards, including Australian School of the Year, Primary School of the Year and Principal of the Year. In 2025 Haileybury was ranked by NewsCorp Media as the number one coeducational school in Australia. Based on national testing results Haileybury has also been ranked as the number one primary school in Victoria and the number two secondary school.

At Haileybury we use the motto that 'Every student matters every day' and this resonates through everything that we do, both in and out of the classroom.

Discover more: www.haileybury.com.au

Working with us

Haileybury is proudly non-selective when it comes to the students who look to join our outstanding school. We believe in the potential of every child to achieve and contribute.

However, we are by contrast, very selective of staff who wish to work with us, whether they will be guiding our young learners or helping to keep the School operating efficiently and successfully through our Corporate Services department.

Those who join us are passionate about the delivery of innovative academic, co-curricular and pastoral programs that challenge and inspire our students and make a difference in their lives.

As a school we value the linguistic and cultural diversity of our staff and students. Staff are encouraged to contribute experience they may have of working with children from a culturally and/or linguistically diverse background.



Our vision

To be recognised as a great world school.

Our mission

To deliver an exceptional educational experience that fosters the growth of each student through leading teaching and learning programs, a wide array of opportunities, within a culture of high expectations, empowering students to excel.

Our Magenta Principles

Everything that we do is centred around our Magenta principles, striving for and achieving more than expected. Our principles support and shape this in our daily work:

- Every student matters every day
- Every staff member matters every day
- Effective practices support sustainability
- One inclusive community

* zero tolerance for child abuse



Position details

Position title	Payroll Manager
Campus location	Keysborough
Reports to	Business Manager
Manages others	Yes
Salary range	\$146,000k (Full Time FTE) + 12% superannuation
Tenure	Full-time, permanent position

Responsibilities

The Finance team support the four physical Melbourne campuses (Keysborough, Berwick, Brighton and City), the online campus Haileybury Pangea and Haileybury Rendall School in Darwin and Haileybury Early Learning.

This role is responsible for ensuring the payroll function at Haileybury is compliant with contracts, relevant awards and agreements and staff are paid accurately and in a timely manner. The payroll function at Haileybury supports a headcount of approximately 2,000 employees.

Key responsibilities include:

- Leading the Payroll team to ensure employees are paid accurately, on time and in line with contracts, awards EBA's and legislation.
- Oversee fortnightly and monthly end-to-end payroll processing, including salaries, new starters, terminations, superannuation, salary sacrifice, child support and other deductions.
- Ensuring all maintenance including onboarding, offboarding, variations, salary increments, bonuses, out of cycle payments and allowances are processed accurately and compliantly
- Subject matter expert on remuneration and benefits
- Implementing, maintaining, and modifying payroll processes to ensure effective and efficient processing of all payroll transactions
- Payroll tax and work cover calculations and reconciliations of payroll clearing accounts on a monthly basis
- Ensuring leave is appropriately accruing and all leave balances are accurate at month and year-end to ensure adequate provisioning of leave liabilities
- STP reporting to the ATO is submitted in line within timelines
- Documentation and maintenance of payroll policies and procedures
- Support staffing budgets through payroll knowledge, data and reporting.
- Manage payroll system administration, control and security
- Develop and maintain reports for stakeholders to enable reporting of trends and enable insights as required including payroll queries and reports in Aurion.

Other duties as requested to support the finance team and school needs.



Key selection criteria

Required

- At least five-years experience managing payroll functions and leading a team
- Intermediate/advanced skills in Microsoft Excel
- Experience using Aurion payroll system is desirable

Personal qualities

- Strong interpersonal and communication skills
- High attention to detail
- Excellent organisational skills including the ability to meet deadlines
- An understanding of the need for complete commitment to confidentiality
- Ability to form a rapport with staff and build collaborative working relationships

Academic qualifications

- VCE
- Tertiary degree in commerce or related field

Inherent qualities

Cognitive demands

- Ability to work with individuals and groups of staff and to handle multiple (sometimes competing) demands from them and from colleagues in a semi-structured environment.
- Ability to carry out high-level responsibilities and effectively interact and communicate with students.
- Ability to make high-level decisions and/or be involved in high-level decision making.
- Ability to be resilient when dealing with staff and students.

Physical demands

- Ability to sit at a desk or computer terminal for long periods.
- Ability to lift/carry parcels of up to 5 kgs for short distances.

Environmental demands

- Ability to work in environments of variable noise levels, temperatures and weather conditions
- Ability to assess whether Personal Protective Equipment (PPE) is required for particular activities and wear as appropriate.

General information

- All staff who do not hold VIT registration will need to hold a current Working With Children Check (Employee) and Nationally Coordinated Criminal History Check (NCCHC) certificate.



- All staff are recommended to be fully vaccinated against Covid-19 and any other viruses where possible.
- All staff are expected to support the vision and ethos of the School.
- Haileybury promotes the safety and well-being of children from culturally and/or linguistically diverse backgrounds.
- Standard working hours are based on required and agreed requirements of the role and will generally, be worked between the hours of 8.00 am to 6.00 pm, Monday to Friday. This position requires flexibility to operate outside the standard hours when the situation requires.
- Staff must ensure that all decisions, pertaining to their role at Haileybury, are made in line with legislation and Haileybury's Policies and Procedures as set out in the Staff Manual.

Commitment to child safety and wellbeing

Haileybury is a child safe organisation committed to the safety and wellbeing of children, with zero tolerance for child abuse in any form. The successful candidate is required to support Haileybury's child safety policies and procedures and commit to their implementation upon commencement.

The successful candidate must provide a safe physical and emotional environment where students are respected and treated with dignity in an appropriate, professional and caring manner; be aware of, understand and ensure compliance with Haileybury's Child Safety Code of Conduct, the Child Safe Standards, and all relevant policies and procedures; complete Child Protection training requirements; take all reasonable steps to protect students from abuse; and report any reasonable belief that a child's safety is at risk.

Applicants should be aware that we undertake Working with Children Checks, Nationally Coordinated Criminal History Checks and reference checks in accordance with our policies.

Further information

Further information about this position is available from peopleandculture@haileybury.com.au

This position description was prepared: September 2026