



JOB TITLE	HR Administrator
DEPARTMENT	Office
REPORTS TO	Bursar
LINE MANAGES	N/A

JOB SUMMARY:

Provide efficient and effective HR administrative services supporting all aspects of the employee lifecycle.

Main Duties and Responsibilities:

1. Carry out the administration of all aspects of recruitment and selection with agreed procedures and timescales, including:
 - Liaising with the Headteacher and Bursar, who are both responsible for recruitment, to compile recruitment documentation
 - Posting job vacancies on various websites, agencies etc
 - Dealing with enquiries and receipt of job applications
 - Facilitating short listing and arranging interviews
 - Obtaining references (usually prior to interview)
 - Monitoring and logging returned data
 - Planning interviews (cover of staff, school tours, refreshments, classroom allocation)
 - Providing information to shortlisted applicants and the appropriate member of SMT and interviewers
 - Emailing unsuccessful applicants
2. Carry out all administrative aspects of new staff appointment, current staff changes and leavers, including:
 - Preparing standard and ad hoc letters
 - Preparing Contracts of Employment
 - Obtaining appropriate information and submitting DBS checks
 - Carry out Right to Work in UK checks
 - Qualification verification of teaching staff and support staff (degree level and above)
 - Teaching Agency registration verification of teaching staff
 - Submitting pre-employment health checks
 - Ensuring confirmation of appointment following probationary period and checking with appropriate line manager
3. Maintain Single Central Record for all staff, governors, volunteers, regular visitors, visiting speakers and contractors to the school (including DBS information, identity confirmation, qualifications, entitlement to work in the UK, prohibition and Section 128 checks) and submission for annual audit.
4. Maintain individual personal files and computerised records (ISAMS) for employees, in accordance with agreed procedures, ensuring that all employee data is accurate and up-to-date and that confidentiality is respected.
5. Deal independently with routine correspondence and enquiries on a range of HR matters, ensuring that all information provided is accurate and up-to-date (which may involve interaction with SMT) and that confidentiality is fully respected.



6. Liaise with Payroll and Pensions Administrator to ensure any changes to contracts etc. are actioned.
7. Run regular and ad hoc reports for ISAMS and/or HR database.
8. Ensure all absences are correctly recorded and monitor absence against established triggers.
9. Ensure annual salary statements for teaching staff and support staff produced by the Payroll and Pensions Administrators are filed.
10. Inform various members of staff of the 'Leavers' and 'Starters' to ensure that various procedures are actioned including removal/addition from/to email, phone lists, school badges, stop pay etc as appropriate.
11. Maintain various spreadsheets of staff for collective information as appropriate. Provide other information relating to staff or school publications, as required.

EQUALITIES

The post holder is required to be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

Health and Safety

The post holder is required to be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

Criminal Records Check – Disclosure & Barring Service (DBS)

All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means that all convictions must be declared, including those that would generally be regarded as 'spent'. A disclosure from the Disclosure and Barring Service (DBS) will be sought as part of the school's pre-employment checks. The DBS will provide a report to you and the Local Authority on whether you have any criminal convictions, including cautions and bind-overs.

Additional Information

The post holder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities and in performance management and development as required by the school's policies and practices.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or responsibilities entailed. Such variations are a common occurrence and would not justify a re-evaluation of the post. However, in cases where a permanent and substantial change in the duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

**Supervision/Job Context**

The post holder is managed by the School's Bursar.

Contacts

The post holder will work with all members of staff in the school and have contact with students, parents, governors, and visitors to the school.

Knowledge, Experience and Training**Essential:**

- Experience of providing high-level administration support in a busy office environment.
- Experience of organising own workload including prioritising work to meet tight deadlines.
- Experience of ICT software and information systems (Microsoft Excel, Word and Outlook, HR databases)
- Experience of handling confidential information and knowledge of data protection legislation.
- Excellent numeracy and literacy skills with meticulous attention to detail.
- Excellent organisational skills and the ability to communicate on all levels.
- Ability to build effective working relationships at all levels.
- Ability to build effective working relationships at all levels internally and externally.

Preferable:

- Experience in a school environment
- Experience of maintaining a Single Central Record including carrying out all required background checks
- Knowledge of school pre-employment safeguarding procedures
- Experience of ISAMS
- Knowledge of recruitment procedures
- A CIPD qualification or equivalent

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