



## **HR ADMINISTRATOR**

### **JOB DESCRIPTION**

**Reports to:** Head of HR

**Core purpose:** The post holder is responsible for providing Human Resources and administrative support to the Head of HR in the smooth running of the Federation's HR function.

#### **Main duties and responsibilities:**

- To provide day to day HR administrative support, as required
- To assist with the preparation and logging of job descriptions, person specifications and job advertisements on the school website and other relevant advertising portals
- To provide support throughout the recruitment process – placing advertisements, collating applications and organising interviews / selection days including liaison with panel members.
- To assist line managers in the preparation of shortlisting grids and interview questions including requirements re safeguarding questions.
- To administer the new employee process from obtaining references and other required pre-employment checks to offer letter and through to induction.
- To create and maintain staff records on SIMS and the external HR provider portal on a daily basis.
- To create and maintain HR files, ensuring that all necessary documentation is filed and correct in accordance with GDPR and relevant policies.
- To distribute annual statements of salaries for staff.
- To assist in the maintenance of the Single Central Record and ensure all HR data systems are kept up to date.
- To administer the discretionary leave of absence and sickness absence systems including submitting requests for approval, notifying staff of decisions and recording leave taken.
- To keep an accurate record of annual leave for year-round staff: entitlement and leave taken.
- To process overtime claims and liaise with our external payroll provider in this regard.
- To issue privacy notices to staff and administer photo consents
- To assist with issue of staff ID badges.
- To process changes to employment contracts and ensure all required documentation is completed and retained on HR files.
- To schedule induction interviews and probationary reviews for support staff in accordance with the Probation Policy.
- To assist with administration of the annual appraisal cycle as required.
- To provide routine HR support to employees and line managers, responding to questions about policies and procedures in an efficient manner, referring matters to the Head of HR as necessary.
- To provide administrative support in investigations e.g. for disciplinary and grievance procedures. May also be required to take notes at such meetings.
- Display screen equipment (DSE) workstation assessments
- To liaise with Occupational Health and process health questionnaires for new starters as required.
- To arrange HR meeting appointments and meetings as and when required.
- To take minutes of HR meetings of a confidential nature.
- To ensure HR matters are conducted in accordance with the Federation's HR Policies. To seek guidance from the Head of HR as and when required.



**General:**

- To undertake job related training as required.
- To read, understand and adhere to school policies.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and HR matters reporting all concerns to an appropriate person.
- The post holder will be expected to cover for and support other administration staff in order to manage the varying demands and deadlines within the school office.
- To carry out other duties, commensurate with the post, necessary for the smooth running of the school as required by the Head of HR and the Headteachers.

Please note that the above is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

This job description may be amended at any time in consultation with the post holder.

**Last reviewed:** January 2022

**Headteacher / line manager's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Post holder's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HUMAN RESOURCES (H.R.) ADMINISTRATOR**

**PERSON SPECIFICATION**

<b>Essential</b>	<b>Desirable</b>
<b>Education, Qualifications and Training</b>	
<ul style="list-style-type: none"> <li>a good standard of education, to at least level 3 / A level or equivalent</li> </ul>	CIPD or related HR qualifications
<b>Experience</b>	
<ul style="list-style-type: none"> <li>experience of working in an office environment in an HR admin / clerical role</li> <li>good IT skills especially Microsoft Office Word and Excel</li> </ul>	<ul style="list-style-type: none"> <li>previous experience in a similar role</li> <li>experience of working in an educational setting</li> <li>experience of SIMS</li> <li>experience of note taking</li> </ul>
<b>Job Related Knowledge/Aptitude/Skills</b>	
<ul style="list-style-type: none"> <li>ability to communicate effectively verbally and in writing</li> <li>excellent attention to detail.</li> <li>well organised, methodical and accurate.</li> <li>ability to work independently and as part of a team</li> <li>good “customer” care skills when dealing with applicants, new starters and existing staff</li> <li>ability to interact positively with colleagues, both current and prospective and be helpful and patient</li> <li>a respect for the need for confidentiality and discretion</li> <li>a flexible, “can do” approach with the ability to show initiative in a range of situations</li> <li>committed to the principles and practice of equal opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>knowledge of educational issues</li> <li>knowledge of HR issues including safer recruitment</li> <li>awareness of Data Protection and GDPR legislation</li> <li>Clean driving licence and use of own transport</li> </ul>
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>excellent interpersonal skills</li> <li>confidence, warmth, sensitivity, reliability and enthusiasm</li> <li>a commitment to parental, community and Governing Body partnership</li> </ul>	
<b>Other Requirements</b>	
<ul style="list-style-type: none"> <li>excellent attendance and punctuality</li> <li>committed to student welfare and safeguarding principles of the school</li> </ul>	

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*