**HR Administrator**

**Job Description**

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| **Name:** | **Starting Date:** |
| **Salary Grade:**  NJC grade F 6- 8  £25,183 to £25,992 FTE  Actual salary £22,670- £23,398 | **Status of Post:**Permanent – 37 hours per week, 41 weeks per year.  Some flexibility of working hours may be required to meet the needs of the job role. |
| **Responsible to:** Operations Manager; Headteacher | **Review Date:** |
| **Responsibilities:** HR/Personnel Admin support. | **Base:**  Based at Windmill Hill School    Occasional travel to other sites may be required. |

***Across our trust, we are committed to supporting the mental health and wellbeing of all; including staff, students and families. We know that everyone experiences life challenges that can make us vulnerable and at times, anyone may need additional emotional support. We take the view that positive mental health is everybody’s responsibility.***

**Core Responsibilities:**

* Co-ordinate personnel functions in relation to Recruitment, Induction, HR and staff absence.
* To provide efficient and effective administrative support to the senior leadership team (SLT).
* Act as first point of contact for staff or senior leaders in relation to HR matters.
* To provide a high-quality end-to-end administration of the employee life cycle.

**Human Resources:**

* Staff Absence: recording staff absence (sickness, authorised leave of absence and training),
* Monitor staff absences in order to report triggers, in line with policy.
* Send out relevant paperwork and maintain records of Return-to-Work interviews and absence reviews with staff.
* Take minutes at Absence Review meetings.
* Recruitment: acknowledge receipt of applications, collate applications for shortlisting, prepare Recruitment Verification checklists, send offer and rejection letters as appropriate, request references, undertake identity checks for DBS and Right to Work purposes, request pre-employment medical clearances, collate all recruitment paperwork for personal records, ensure full records of each recruitment campaign are filed appropriately.

* Ensure that all documentation for new staff appointed is collected in line with Safer Recruitment practices and that the Single Central Registers for the School are effectively maintained.
* Issue employment contracts and variation of contract letters to employees as required.
* Be Safer Recruitment trained, assist with interview process and advise as required
* Maintain the Single Central Record, ensuring it is ready for inspection at any time.
* Ensure appropriate records of Induction training are kept.
* Probation: send out review paperwork at 1 month, 3 months and 6 months to line managers; track completed/returned forms; send out probation letters – successful, extended or unsuccessful.
* Maintain staff records on the Trust’s Management Information System (Arbor).
* Liaising with new staff, to ensure each new staff member is fully conversant with terms and conditions of contract and the operational processes used by the school.
* Liaise with the Trust finance team in relation to Payroll on a monthly basis, verifying one-off variations to contract, over-time and expenses claims, and recording absence.
* Assist with the collation and collection of information for the School Workforce Census.
* Process annual leave requests for colleagues on 52-week contracts.
* Leavers: acknowledge resignations, process leavers and inform payroll.
* Responsible for the upkeep and development of the recruitment and induction process, in order that the right staff are employed and retained.
* Acknowledge the need for and practice the highest standards of confidentiality in regard to handling sensitive information pertaining to students, staff or Trust matters/issues.

**The post holder may be asked to complete other such duties as may be appropriate to achieve the objectives of the post to assist the school achieve its targets and fulfilment of objectives commensurate with the post holder’s salary grade, abilities and aptitudes.**

**The post holder must, at all times, carry out her responsibilities with due regard to school policy, organisation and arrangements under Health and Safety at Work and equal opportunities.**

**HR Administrator and Examinations Officer**

**Person Specification**

***All essential unless desirable stated***

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| Qualifications | Educated to GCSE Grade C in English & Maths (or equivalent).  Word Processing qualifications at intermediate level  (Or equivalent).  NVQ Level 3 Administration/HR (or equivalent) (desirable). |
| Experience | Relevant experience of administrative tasks.  Confident use and experienced in use of Microsoft Office products: Word, Excel, Outlook and Access.  At least one year’s relevant Admin/HR experience in an office environment.  Previous experience in a school office environment (desirable).  A flexible and versatile approach to work.  Experience of working with Arbor MIS (desirable).  Good teamwork skills.  High level communication skills in writing and on the telephone.  Ability to work to tight deadlines and on own initiative.  Ability to maintain data protection and confidentiality. |
| Training | Willing to attend relevant training.  Prepared to undertake training, when necessary, on the educational software packages.  Prepared to undertake training in school administration qualifications.  Familiarity with health and safety regulations.  A qualified First Aider (desirable) training can be provided. |
| Special Knowledge | Microsoft Office suite.  Knowledge of Educational Financial Regulations (desirable)  Knowledge of Education Finance software packages (desirable, training will be given).  Experience in school MIS systems (SIMS or similar preferred, training will be available). |
| Circumstances | Flexibility of hours as above. |
| Personal Qualities | Well organised and able to plan workload schedules.  Work as a member of a team.  High level of accuracy and attention to detail.  Show initiative & self-motivation. |
| Practical and Intellectual Skills | Keyboard skills.  Must be able to calculate figures accurately.  Good spelling and grammar.  Excellent verbal & written communication skills. |
| Other | Satisfactory DBS safeguarding checks and satisfactory references. |