

**Job Details**

<b>Post Title</b>	HR Administrator
<b>Responsible to</b>	School Business Manager

**Purpose of job**

To manage, monitor and develop effective HR and organisational support systems and procedures, and ensure the smooth running of the HR function.

**Responsibilities**

1. Provide basic advice on policies and procedures to staff and managers. To be the first point of contact for all HR queries.
2. Ensuring all applicable legal, regulatory and inspection compliance requirements are met. Ensuring HR governance is maintained and adequate controls are in place and maintained (including right to work and equal opportunities)
3. Ensuring all personnel files and HR records held at the school are accurately maintained in line with best practice
4. Management of the School's staff appointments and leavers on the school information system (SIMS) and Single Central Record of staff
5. Managing the recruitment process for all new posts from start to finish, liaising closely with SLT and department managers, including the creation of job descriptions, person specifications and adverts
6. Assisting Senior Management when required in regards to grievance and disciplinary procedures, performance management reviews, staff development, motivation and retention
7. Taking the lead on ensuring the Disclosure and Barring Service (DBS) and Safeguarding training process is followed appropriately by the School
8. Managing leave requests, return to work discussions, staff contract changes, documentation, and processes in conjunction with the Principal and School Business Manager
9. Provide payroll support to the School's Business Manager/Finance Officer
10. Liaison with the School's external HR & Payroll provider
11. Representing the HR function at relevant school meetings
12. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

**Assessment and Reporting**

- Standard of work will be assessed by the Line Manager and as such the HR Administrator will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

**Student Care Role**

- The HR Administrator will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate School's Safeguarding Officer.

## Training and Development

- Training and development will be given to ensure that the HR Administrator is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

## Communication

The HR Administrator will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

## Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on School premises and when they are engaged in authorised Trust activities elsewhere.

## Hours of work

- The HR Administrator is employed for 37 hours per week for 41 weeks.

## Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the School
- ✓ maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

## Performance Management

The HR Administrator will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

### Appraisal

The HR Administrator will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

## Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.