

THE CHERWELL SCHOOL

Opportunity, Responsibility, Excellence

HR Administrator Job Description

Responsible to: HR & School Manager
Salary Scale: Grade 6
Working Time: 20 hours per week, term time plus 5 INSET days

JOB PURPOSE

To provide administrative support to the HR and Recruitment functions, in areas including recruitment and compliance.

TASKS

Administration:-

- Update Staff details on Human Resource Management systems (e.g. change of address)
- Maintain a record of staff car details and parking permits issued
- Work with the HR and School manager to ensure the SCR is up to date (including volunteers, governors and external agencies)
- Maintain a record of staff training dates and send reminders when refresher courses are due
- Manage probation review dates and alert line managers as appropriate
- Provide support with school Census
- Provide administrative support to the HR & School Manager for absence management

Recruitment:

Assist with:

- Arranging interviews and running interview days
- Taking certified copies of candidate ID documentation and qualifications in line with statutory requirements
- Chasing references
- Preparing interview packs

General Tasks:

- Work with the HR and School Manager to ensure that Safer Recruitment Procedures are strictly adhered to
- Provide support to the wider administrative team as required
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community
- To understand and comply with GDPR requirements at all times
- Be willing to be trained to provide first-aid/medical/welfare assistance to students and staff, including liaison with parents, staff and professional health carers

Mental Health and Wellbeing

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines
- To work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

Notes:

- While every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The Cherwell School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

April 2024