**Newcastle City Council**

**Job Description**

**Directorate:** Children’s Services

**Division:** Schools

**Post Title:** HR Administrative Support

**Evaluation:** 410 Points A4378 **Grade:** N4

**Responsible to:** HR Manager

**Responsible for:** N/A

**Job Purpose:** To provide administrative support for the HR Manager in

accordance with the schools policies and procedures and other general administrative duties as required.

**Main Duties:** The following is typical of the duties the postholder will be expected

to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Provide administrative support with all aspects of HR policy and processes.
2. Administer and assist with the co‐ordination of various processes such as recruitment, new starters, leavers, induction, and various assessments.
3. Data entry and tracking.
4. Ensuring that staff records are up‐to‐date and accurate.
5. Create and generate reports as required.
6. Maintain the personnel filing system.
7. Administer and assist with the co‐ordination of review or assessment periods and any other processes which need to be maintained in a timely fashion.
8. Ensure that all records and HR data are dealt with in a timely and accurate way.

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| Create and maintain records organise and minute meetings, responding to and answering inquiries including by letter, maintain office systems and diaries, etc. |

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| 1. Ensure that office machinery, stationery and other office consumables (including basic maintenance of equipment) are ordered in accordance with purchasing procedures.
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| 1. Respond to enquiries, verbally and in writing, arising from a variety of sources and decide on subsequent action.
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| 1. Manage manual and computerised records and information systems, in order to maintain a comprehensive, up to date paper and electronic filing and information system, using standard reports, various software and respond to ad hoc queries, where appropriate. This may include setting up of layouts of documents, flow charts, diagrams, tables and analysis of data.
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| 1. Assist in the training of, demonstration of duties to, and giving support to staff and volunteers.
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| 1. Promote and implement the School's equal opportunities policies in all aspects of employment and service delivery.
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