

**JFS SCHOOL, THE MALL, KENTON, HARROW, HA3 9TE**Headteacher: Simon Appleman  
Roll:  2,000 (incl. 600 in Sixth Form)  
Tel:  020 8206 3100  
Fax: 020 8206 3103

**HR Administrator   
Salary Scale 5 sp 22-25 : £22,962 - £25,000**

**(35 hours per week, all year round)**

We are looking to appoint an experienced Human Resources administrator to join our HR Department.

**Key responsibilities will include:**

* preparing job descriptions, person specifications and advertisements for internal and external roles;
* posting of advertisements on internal and external sites.
* co-ordinate the assessment day, including sighting copies of required identification (including Right to work checks) and delivering tasks as appropriate to candidates;
* upload new starter information to SIMS, Single Central Record and request SIMs and IT logins
* operate word processing and other computerised systems as appropriate including the online occupational health system, single starter form, request to advertise form
* assist in the provision of support to the School including day to day tasks such as word processing, using excel spreadsheets, photocopying, filing, shredding and distribution of information;

JFS is a co-educational inclusive, modern, orthodox Jewish school that strives to produce well-educated, faithful and proud Jews who will be responsible and contributing members of society. JFS is a truly wonderful school. This is clear from our stunning annual public examination results which see us consistently placed in the top five schools in the country outside the independent sector.

Our modern campus is on a 26-acre greenfield site with a welcoming inclusive and warm, caring family environment. JFS was re-accredited with Investors in People status and achieved the Gold Award.

Applications from teachers of faith or non-faith backgrounds are most welcome.

We welcome applications from NQT’s, and we have a highly successful induction and training programme.

**For an application pack, please visit our website (**[**www.jfs.brent.sch.uk**](http://www.jfs.brent.sch.uk/)**) or contact the School.  
Closing date for applications: Noon, Friday 23 March 2018  
Interviews will take place W/c Monday 26 March 2018**

***Please note that CVs alone will not be accepted.*  
*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The appointment will be subject to pre-employment checks, including satisfactory Enhanced Level DBS clearance.***

Description: JFSLOGO

**HR Administrator**

**JOB DESCRIPTION**

**Job Title: HR Administrator**

**Hours of work: 35 hours per week, all year round**

**Salary: Scale 5 SP 22-25: £22,962 - £25,000**

**Reports to: HR Manage**r

**Purpose of Post:**

The post holder is responsible for providing HR administrative support to the HR manager ensuring the smooth running of the HR Office.

**Main Duties and Responsibilities**

* Be responsible for the end to end recruitment process which includes but is not limited to:
* preparing job descriptions, person specifications and advertisements for internal and external roles;
* posting of advertisements on internal and external sites.
* Manage and maintain the Single Central Record of appointments in accordance with safer recruitment legislation
* Monitoring the JFS Recruitment inbox, communicating with internal and external candidates, including acknowledging of applications and arranging interviews;
* Work with hiring managers to draft interview schedules for candidate assessment days.
* Undertake initial screening of candidates by requesting references once they have been selected for interview;
* Co-ordinate the assessment day, including sighting copies of required identification (including Right to work checks) and delivering tasks as appropriate to candidates;
* Communicate decisions with unsuccessful candidates;
* Preparing offer checklists for approval by the Headteacher, and preparing associated offer paperwork and new starter packs for successful candidates;
* Complete vetting for successful candidates including chasing references, Occupational Health checks and undertaking Disclosure Barring Service Checks (DBS) and prohibition checks where appropriate;
* Collate new starter paperwork and compile personnel files for new starters
* Upload new starter information to SIMS, Single Central Record and request SIMs and IT logins
* Ensuring employee personnel files are kept up to date with relevant filing.
* Acknowledging resignation letters
* Completing employee reference letters where requested
* Maintain the leave of absence and CPD monitoring system
* Learn how to operate word processing and other computerised systems as appropriate including the online occupational health system, single starter form, request to advertise form
* Understand how to assist in the provision of support to the School including day to day tasks such as word processing, using excel spreadsheets, photocopying, filing, shredding and distribution of information;
* Supporting the day to day administration generated from the School or from annual/ad hoc projects i.e. administration for new joiners and leavers
* Ensuring that HR data is accurate and up to date; undertake any data cleanse exercises with HR and put in place a process that ensures that data stays accurate once it has been cleansed (Annual Workforce Census).
* The post holder will learn Human Resources best practice, in line with their course requirements
* To undertake any other temporary duties, which may be reasonably required and commensurate with the grade of the post

**General**

* To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
* To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy
* The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.

**Uphold and, where relevant, promote the Jewish ethos of the School**

Part of the School’s mission statement states that “JFS is a Jewish comprehensive school, committed to the development of thoughtful, tolerant, responsible and caring young citizens”. All staff, together with their line managers, are asked to respect the Jewish ethos of the School and to seek advice from, and liaise with, appropriate colleagues, e.g. Deputy Headteacher (Jewish Life and Learning) over any matters pertaining to this ethos.

**Other Clauses**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals may be subject to modification or amendment at any time after discussion with the post holder.

The duties may be varied to meet the changing demands of the School at the reasonable discretion of the Head Teacher and/or Director of Operations.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

The postholder may deal with sensitive material and should maintain confidentiality in all School related matters

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**March 2018**