



ST IVO SCHOOL

HR Administrator

Job Description

HOURS OF WORK: Part time (25hrs, 39 weeks)

GRADE: Scale 3

SALARY: Point 14-Point 16 (£16,781 – £17,419) Pro rata

PURPOSE OF THE JOB:

- To provide confidential administrative support to the HR function
- To ensure HR and safeguarding procedures are adhered to

MAIN RESPONSIBILITIES:

1. Administer the employment process and documentation, initiating personnel procedures, including Data Protection for the school and community education.
2. Organise recruitment campaigns, ensuring safer recruitment processes throughout
 - Creation and placement of adverts (EPM website, TES, school website, internal bulletin etc, assisting the ICT Manager as required)
 - Co-ordination of application packs - job descriptions, person specifications, department information
 - Collation of applications for interview panel including creation of a shortlisting record
 - Organisation of interviews:
 - Room bookings
 - Invitation to interviews
 - Governor participation
 - Student participation as necessary e.g. tours of school
 - Refreshments including department lunches
 - Interview schedules
 - Requesting and monitoring of references
 - Completion of relevant forms
 - Advising ICT and other staff members as necessary
 - Maintenance of recruitment files
4. Ensure that safeguarding procedures are followed and adhered to:

- Process and record the Children's Barred list (formerly List 99) police checks and DBS and prohibition checks
 - Organise and record Safeguarding and Prevent training and record safeguarding events
5. Maintaining the personnel database on SIMs and EPM's portal ensuring that any changes are implemented in time for payroll
- Work alongside the Director of Finance and Finance Manager to ensure the smooth running of the payroll function
 - Maintaining and updating the staff details
 - Entering new starters and ending leavers
 - Producing reports as required
6. Record and monitor staff absences on EPM's portal, highlighting to the Deputy Headteacher (personnel) any absences which may hit the triggers in accordance with the Sickness Absence Procedure. Record and monitor special leave of absence, ensuring that requests are treated equitably and highlighting any concerns to the Deputy Headteacher, and make Occupational Health referrals with the school's occupational health provider as requested by the Deputy Headteacher.
7. Ensuring that the correct documentation has been received for identification, right to work in the UK for new starters and qualifications for the post.
- Requesting Certificate of Good Conducts where applicable
 - Applying for DBS checks on EPM's portal
8. Compile the Workforce Census and work with the ICT Manager & Data Manager to ensure appropriate submission deadlines are met.
9. To maintain comprehensive, confidential personnel records on staff and to abide by the Data Protection Act 1998 and Freedom of Information 2000, and maintaining personnel files accordingly, archiving and destroying when appropriate.
10. Cover the school main reception weekly as required. Perform any other duty as requested by the Headteacher or Deputy Headteacher, which is commensurate with the post.

St Ivo School fully recognises the responsibility it has under section 175 (Section 157 for Independent Schools and Academies) of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.

St Ivo School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment