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| **Rush Green Primary School**  **Job Description**  **Administration Assistant - Human Resources** | **‘Strive to Succeed’** |

**Job title:** Administration Assistant – Human Resources

**Grade**: New post

**Proposed Grade:** Scale 5 - £22,506 - £24,510

**Working weeks per year:** Term Time plus 2 weeks.

**Reports to**: Bursar

**Staff managed (if any):** None

**Job Purpose and Context**

An Administrative Assistant – Human Resources is a member of the school support staff, one of a team responsible for making sure that the efficient and effective organisation and administration of school processes, procedures and policies delivers the best possible service to all stakeholders. In a primary school, an Administrative Assistant – Human Resources may work as part of a department, faculty or curriculum area.

The Administrative Assistant – Human Resources is often a first point of contact and is, therefore, expected to demonstrate exemplary customer service to both internal and external customers.

**Roles and Responsibilities**

1. To communicate with people in person, on the telephone and using email to:

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| * respond to queries |
| * provide information and services |
| * take and record messages (using the school systems) |

1. To be responsible for implementing the internal school human resources policies. Assist SLT, and co-ordinate with the Bursar, PA and HLTA on all matters of recruitment, as set out within the recruitment policy.

1. Complete all staff sickness/absence weekly reports. Ensure all return to work forms are ready and accurate before suppling to SLT and middle management. Alongside this work with external providers to ensure sickness policy procedures are correctly followed.
2. To use spreadsheet software in sophisticated applicationsto accurately process all documents relating to staff policies and procedures. This will support the efficient function of human resources. For example, sickness tracker.
3. To be responsible for accurately checking and posting, onto RM finance, the monthly payroll for all staff. To identify any payroll discrepancies, investigating the issues and justifying any differences in an agreed timely manner. Once completed all issues passed to payroll as per their deadlines. Work with the Bursar to ensure any payroll changes are updated and communicated to staff proactively and on a timely basis.
4. Co-ordinate with external HR service providers on most issues to do with new starters, references, pension, occupational health, leavers, payroll, etc.
5. To be responsible for all recruitment process as follows and in-line with the internal school recruitment policy:

* Assisting in the recruitment process by preparing and placing adverts for all school vacancies. Create and distribute the new starter packs, which includes obtaining references, checking DBS and prohibition status, preparing offer letters and the issuing of contracts, to successful candidates.
* Print off and check all applications forms are fully completed before passing to SLT for consideration. If not, contact the respective applicant and get all the required details.
* Manage all Teacher recruitment enquires. Send out application packs and co-ordinate all visits to the school after liaising with PA to SLT.
* To create, be responsible, maintain and monitor, the school’s SCR (single central record).
* Liaise with the Bursar where necessary to validate any payroll and financial queries in relation to the recruitment process.

1. Completes and returns a variety of forms related to staffing issues at the school i.e. accidents.
2. To be responsible for creating and maintaining all staff files and ensuring all HR information is complete and accurately filled always on a weekly basis.
3. Carries out the duties of the designated Fire Person.
4. Administers first aid when required and keeps appropriate records. Attends training required to update any skills and knowledge (e.g. First-aid, database and excel).
5. To make sure the school delivers an effective and efficient customer service through communication, the provision of information and services and dealing with and resolving enquiries, problems and complaints. This includes the management of the public face/interface of the school.
6. To make sure the school maintains and develops accurate and up-to-date databases and information systems to retrieve, enter, extract and output relevant information
7. Timely completeness of accurate staff data in RM integris, to ensure workforce Census is submitted as per DfE deadlines.
8. To use computerised management information systems and/or paper based filing systems to enter, record and retrieve data, supply information in response to requests and make reports and returns required by a variety of different sources. (Examples might be, the use of RM Integris and RM finance).
9. To take part in the school performance management system.

**Other**

* To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
* To take appropriate action to manage, monitor and maintain a healthy, safe, secure, efficient and effective working environment.
* To complete school based induction and any subsequent training, which may improve and development performance.
* The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. Staff in school’s work subject to statute and many policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them.
* The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other duties as may be required by the head-teacher within the grading level of the post and the competence of the post holder.

**This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.**

Administration Assistant – Human Resources: .…………………………………………..

Date: …………………

Head teacher: ………………………………………………

Date: …………………………

**PERSON SPECIFICATION**

**Essential Attributes**

***Skills and abilities:***

* Ability to organise one’s own work, to prioritise tasks and keep to deadlines.
* Ability to work independently and manage workload, alongside working in a team.
* Ability to be flexible and respond effectively to the ‘unexpected’.
* Ability to communicate and interact effectively with adults and children and young people.
* Ability to work with a high level of accuracy and precision
* Awareness of sensitive information and the need for confidentiality
* Ability to manage and coordinate administrative services
* Ability to follow directions given by SLT and Bursar
* Displays commitment to the protection and safeguarding of children and young people

***Knowledge:***

* An understanding of health, safety and security issues in schools
* An understanding of school office systems, procedures and policies
* An understanding of financial practice and procedures relating to payroll.
* A willingness to become conversant with and apply the financial regulations and the school.
* Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people

***Qualifications and experience:***

* GCSE at level A – C in English and mathematics.
* A minimum of three years’ relevant experience in HR administration.
* Previous experience in computerised administrative and management information systems.
* Willingness and motivation to develop own skills and proficiency.

**Desirable Attributes**

***Qualifications and experience:***

* ICT certification to support word processing skills, database and spreadsheet skills
* NVQ Level III or equivalent qualification in administration and organisation
* Previous experience in computerised pay and personnel systems
* Experience in the RM computerised package used in schools
* Previous experience of presenting financial data to senior managers and governors
* Understanding of educational enterprise issues
* Understanding of promoting positive relationships within the wider school community