

**THE CHERWELL SCHOOL**  
*Opportunity, Responsibility, Excellence*

**HR Administrator**  
**Job Description**

Responsible to: HR & School Administration Manager

Salary Scale: Grade 6

Working Time: 37 hours per week, term time + INSET days + 1 additional week

**Job Purpose:**

To provide administrative support to the HR and Recruitment functions, following all relevant policies and procedures.

**TASKS**

**Recruitment:**

- Compile recruitment documents and place adverts onto the school's recruitment portal and other relevant platforms
- Act as a point of contact for recruitment enquiries
- Manage applications within the recruitment portal and coordinate the shortlisting process
- Organise interview processes and ensure interview days run smoothly
- Work with the HR and School Manager to ensure that Safer Recruitment Procedures are strictly adhered to

**Compliance:**

- Coordinate pre-employment checks and training for new staff (e.g. DBS check)
- Set up and maintain an electronic staff file for each new employee, ensuring mandatory documents are saved (e.g. safer recruitment checklist)
- Add new staff to the relevant systems (e.g. SCR)
- Manage probation review dates and alert line managers as appropriate
- Work with the HR and School Manager to ensure that both the SCR and Training Register are kept up to date
- Send training reminder emails to staff as required
- Ensure that Assurance Letters are received and recorded for external agencies
- Assist with the coordination of Absence meetings, alerting and reminding line managers as required

**Induction:**

- Coordinate the set up of computer login and staff ID badge ready for first day
- Participate in the running of HR induction welcome meetings as required
- Regularly update the induction pack documents to ensure new starter information remains accurate

**HR Administration Tasks:**

- To undertake an annual staff data collection exercise
- To assist with the production and distribution of letters and certificates to staff
- To maintain an up to date record of staff car details and parking permits issued
- Be an initial point of contact for members of staff with HR queries

**General Duties:**

- Provide support to the wider administrative team as required
- To understand and comply with GDPR requirements at all times
- 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
- 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.

*May 2023*