

JOB DESCRIPTION

Job Details

Post Title	HR Administrator
Responsible To	Principal

Purpose of the Job:

To be responsible for the provision of an effective and efficient all round-generalist HR service within Kettering Science Academy ensuring best practice is observed in all areas.

Main Responsibilities:

- Provide basic advice on policies and procedures to staff and managers. To be the first point of contact for all HR and payroll queries
- Liaise with external HR provider, EPM, where appropriate for advice and support
- Ensuring all applicable legal, regulatory and inspection compliance requirements are met
- Ensuring all personnel files and HR records held at the School are accurately maintained in line with best practice
- Managing the recruitment process for all new posts from start to finish, liaising closely with Senior Leadership Team and department managers, including the creation of job descriptions, person specifications and adverts
- Management of the School's Single Central Record
- Taking the lead on ensuring the Disclosure and Barring Service (DBS) process is followed appropriately by the School
- Assisting Senior Management when required in regards to grievance and disciplinary procedures, performance management reviews, staff development, motivation and retention
- Managing leave requests and return to work procedures
- Develop and maintain systems and a consistency of approach regarding all HR and employment procedures and correspondence
- Liaise with Senior Management to monitor staff absence and sickness trends
- Liaise with Finance Department to coordinate the monthly administration and processing of payroll
- Monitor and develop effective HR and organisational support systems and procedures, and ensure the smooth running of the HR function
- To follow direction by instruction, policy and legal compliance
- To manage relationships with staff and provide support to the Principal when required
- Undertaking any other similar or related duties deemed reasonable within the post that may not have been identified in this job description
- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person

Assessment and Reporting

- Standard of work will be assessed by the Principal. The HR Administrator will be observed and monitored both formally, through the Academy's Performance Development procedures and informally through daily discussions.

Student Care Role

- The HR Administrator will follow the Academy and Trust's procedures for student contact & welfare
- All issues arising from direct or indirect contact are to be taken to the Academy's Child Protection Officer

Training and Development

- Training and development will be given to ensure that the HR Administrator is able to carry out their job and will play a full and active part in the performance of the Academy.

Communication

The HR Administrator will:

- communicate with Academy staff and contracted service providers
- seek to respond to work-related matters within the same working day wherever possible
- represent the Academy in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, Health and Safety

- All colleagues share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are on Academy premises and when they are engaged in authorised Academy activities elsewhere.

Other Duties

- Any other duties as deemed appropriate by the Principal

Role Review

- This job description sets out the main duties of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the Principal's approval.

Hours of work

- This is a full time position working 37 hours per week, 52 weeks per year. Start and finish times each day are determined by the Academy.

Salary

- BWT37PT25*

*Brooke Weston Trust is currently undergoing a Job Families Evaluation exercise. Advertised salary may therefore be subject to change.