**HUMAN RESOURCES ADMINISTRATOR**

**JOB DESCRIPTION**

**Hours of work:** 36 hours per week term time plus one week in school holidays

**Salary:** Scale H5

**Reports to:** Human Resources Manager

**Purpose of post:**

The post holder is responsible for providing Human Resources (HR) administrative support to the HR Manager ensuring the smooth running of the HR Office. In addition, to provide administrative support to the Executive Assistant.

**Main duties and responsibilities:**

1. To liaise with the HR Manager on HR matters.
2. To provide day to day HR administrative support.
3. To assist with the preparation of job descriptions, person specifications and job advertisements.
4. To provide support throughout the recruitment process – placing advertisements, collating applications and organising interviews / selection days.
5. To assist line managers in the preparation of interview questions.
6. To administer the new entrant process from obtaining references to offer letter and through to induction.
7. To create and maintain staff records on SIMS and the external HR provider portal.
8. To create and maintain personnel files, ensuring that all documentation is present and correct.
9. To assist in the maintenance of the Single Central Record and ensure other HR data systems are up to date.
10. To administer the leave of absence and sickness absence systems.
11. To liaise with payroll.
12. To be responsible for photographing all new members of staff and ensuring photographs are placed on SIMS and Staff G-Suite.
13. To be responsible for creating and replacing staff ID badges.
14. To undertake administration of visas as required.
15. To set up ‘as and when’ staff on the personnel systems.
16. To administer changes to employment contracts and ensure all documentation is complete.
17. To administer the probationary reviews for support staff.
18. With the HR Manager to be responsible for annual statements of salaries for all staff.
19. To ensure criminal record (DBS) checks are carried out fully and in a timely manner.
20. To administer the Performance and Development process for support staff.
21. To provide HR support to employees and line managers, explaining policies and procedures in a timely and effective manner, referring matters to the HR Manager as necessary.
22. To provide administrative support in investigations for disciplinary and grievance procedures.
23. To liaise as necessary with Occupational Health.
24. To administer the Cycle to Work scheme for all staff.
25. To keep an accurate record of annual leave for the Site Team.
26. With the HR Manger to ensure HR matters are conducted in accordance with the school’s HR Policy.
27. To assist with administrative tasks as required by the Executive Assistant (6 hours per week).

**General:**

* Willing to undertake and make future use of any training which the school deems necessary or desirable, such as first aid training and driving the minibus (subject to licence requirements).
* If you are bilingual or intermediate in another language, to be prepared to attend, occasionally and by prior arrangement, Parents’ Evenings to support in translating for parents, for which time off in lieu will be given.
* To carry out other duties, commensurate with the post, necessary for the smooth running of the school as required by the HR Manager and the Headteacher.

**PERSON SPECIFICATION**

**HUMAN RESOURCES ADMINISTRATOR**

**Essential:**

* To have experience of working in an administrative / clerical role.
* To relate positively to staff and be helpful and patient.
* To have good customer care skills when dealing face to face and over the telephone with applicants, new starters and existing staff.
* To present the school in a professional, courteous, friendly and business-like manner.
* Ability to handle confidential information with the utmost integrity.
* To have excellent IT skills, especially in Word and Excel.
* To have excellent attention to detail.
* To be very well organised, methodical and accurate.
* To have a strong desire to develop own skills.
* To be flexible in approach and happy to do whatever is required.
* To have excellent attendance and punctuality.
* To have a positive outlook and a “can do” approach; show initiative and a willingness to work as part of a team.
* To be committed to the principles and practice of equal opportunities.
* To be committed to student welfare and safeguarding principles of the school.

**Desirable:**

* To have experience of working in Human Resources.
* Current and/or previous experience of successful work in a school or college.
* Experience of using SIMS.