Job Description

| **Job Title** | HR Administration Officer |
| --- | --- |
| **Location** | St Mary’s Catholic College |
| **Responsible To** | People Business Support Lead |
| **Salary Grade**  **Contract** | Band E, Scale point 8-11 £15,782 - £16,748 (actual)  This is a full-time permanent contract. This post is 30 hours per week, 38 weeks per year (term time only). |

| **Key Purpose of Job**  To provide school based HR administration, leading on school cover and being the key link between the school and the Trust HR team, ensuring the efficient and professional HR administration for the school. |
| --- |

| **Key Responsibilities of the Post**   * Organising cover for absent staff both teaching and non-teaching * Supporting induction and support for supply staff both teaching and non-teaching * Ensuring that safeguarding requirements and other relevant regulations are in place and adhered to including the completion and recording of necessary checks * Keeping Arbor up to date with employee records * Support with the administration of the school workforce census * Leading on the school administration around the staff starters and leavers processes * Supporting the central HR Team with the school based processes around staff recruitment * Completing HR forms and submitting to central HR team * Being the key link to the central HR team and processing HR administration as required * Being a first point of contact for employees on any HR related queries   **Whole School Duties**   * Reception Cover if required * Whole school administration * Exams Administration |
| --- |
|  |

| **Supervision / Line Management Responsibilities of the post**   * None |
| --- |

| **Working Environment & Conditions of the post**  Normal office environment |
| --- |

| **Other Duties**   1. To support and promote the catholic ethos.  To undertake additional duties as required, commensurate with the level of the job.To contribute to the effective working of the HFCMAT.  1. Maintain positive, professional relationships with students, parents / carers and teachers.  To participate in induction training, staff review processes and professional development opportunitiesAll staff must commit to Equal Opportunities and Anti-Discriminatory Practice.  1. The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and School vehicles. 2. The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled. 3. The post-holder is expected to familiarise themselves with and adhere to all relevant Trust Policies and Procedures. 4. The post-holder must comply with the Trust/School’s Health and Safety requirements specifically for the school they are based 5. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.   As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post |
| --- |

Person Specification

| **Area** | **Job requirements** | **Essential/Desirable** | **Evidence** |
| --- | --- | --- | --- |
| A. Qualifications and Professional Development | GCSE English and Maths (grade C or above) or equivalent.  Willingness to identify and take part in relevant self- development opportunities  Business Administration Qualification | E  E  D | A, C  A, C, I  A, C |
| B. Experience | Experience of HR administration and procedures within the HR function  Experience of Data Protection and GDPR processes and requirements  Experience of working in an environment where due regard for confidentiality and discretion is paramount  Experience of business administration in a school environment | D  D  E  D | A, I, R  A, I, R  A, I, R  A, I, R |
| C. Knowledge/ Skills | Sound knowledge of employment law, including the Equality Act 2010  Understanding of Safeguarding, Keeping Children Safe in Education and the Data Protection Act.  The ability to undertake a wide range of operational and administrative tasks.  The ability to adapt to both varying tasks and those of a routine nature.  The ability to absorb information readily and speedily and work under pressure.  A good team player with good interpersonal skills and the ability to work effectively as part of a growing organisation.  The ability to respond effectively and build good relationships with staff, outside agencies, and key stakeholders  Good level of written and verbal skills.  Ability to exercise discretion and maintain confidentiality.  Good organisational skills with the ability to multitask.  Ability to use initiative and work independently.  GoodIT skills, in particular Excel, Word and email | D  E  E  E  E  E  E  E  E  E  E  E | A, I  A, I  A, I  A, I  A, I  A,I  A,I  A, I  A, I  A, I  A, I  A, I |
| D. Other Conditions | Satisfactory pre-employment checks including DBS | E | C |

**Key to Evidence:**

A – Application Form & Letter

C - Certificates

I – Interview

R - Reference