

The Royal Alexandra and Albert School

Human Resources Administrator Job Description



Job Title:	Human Resources Administrator
Contract type:	Permanent
Reporting to:	Human Resources Manager
Hours:	24 hours per week, 39 weeks per year.

The Role

The HR Assistant is responsible for working as part of the HR team to provide a timely, confidential and efficient HR administrative service for the school.

Key Responsibilities

- Process information onto the HR system, to include staff details and changes, staff qualifications, leavers, absence recording, staff training, etc.
- Support the HR Manager/Officer in ensuring the efficient running of recruitment and selection processes by placing job adverts through the school's recruitment system and responding to candidate queries as required.
- Assist in processing and recording all employee screening checks in line with Keeping Children Safe in Education (KCSIE), such as DBS and barred list clearance requests, references, identity checks, right to work in UK and proof of qualifications prior to any employee commencing work.
- Monitor the placement of agency staff, volunteers and contractors, etc, and ensure the completion of the relevant documentation and that appropriate screening checks are carried out.
- Assist in monitoring the completion of return to work interview documentation, record absences on the HR system and produce reports. Ensure the receipt of medical certificates where appropriate and advise payroll accordingly.
- Assist in sending out probationary review forms to line managers for their new starters. Monitor the return of probation forms and follow up with line managers where these are not completed, referring on to HR Manager as needed.
- Support the administration of the annual appraisal process for support staff.
- Prepare letters following annual salary review.
- Prepare employment contracts for checking by the HR Manager using model contract templates, issue to employees and track their return.
- Assist with the preparation of all general correspondence associated with the employee lifecycle.
- Assists with managing the HR mailbox, dealing with queries or redirecting as appropriate.
- Carry out any other such reasonable duties as may be determined by the HR Manager within the scope of the post.



Ambition



Courage



Integrity



Respect

Other

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- To contribute to the overall ethos and aims of the School.
- The postholder will demonstrate a commitment to maintaining confidentiality, promoting the ethos of the school and upholding the key values of Ambition, Courage, Integrity and Respect in all aspects of the role. These are the foundation upon which (a) we conduct our work and (b) conduct ourselves both internally and externally with stakeholders. All employees are expected to demonstrate these values in their interactions with others and through their day-to-day responsibilities.

Person Specification:

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• GCSE Maths and English or equivalent	
Experience, knowledge and skills	<ul style="list-style-type: none">• Meticulous attention to detail• Evidence of being a team player but with the ability to work on own initiative• Experienced in prioritising varied and conflicting work demands and able to work under pressure• Excellent written and oral communication skills• Competent in the use of relevant IT, in particular Word and Excel• Excellent organisation and time management skills	<ul style="list-style-type: none">• Previous experience and understanding of recruitment and selection administration and other generalist HR processes• Competent working with digital platforms and able to grasp new concepts quickly
Personal	<ul style="list-style-type: none">• Discreet and respects confidentiality• Approachable and confident in dealing with a wide variety of people	<ul style="list-style-type: none">• Continuous improvement mindset with a desire to improve processes and procedures

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post if successful, including an Enhanced DBS check. Staff must be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



Ambition



Courage



Integrity



Respect