

Claremont Fan Court School



JOB DESCRIPTION

Job Title:	HR Administrator, part time
Reports to:	Head of Human Resources
Hours:	22.5 hours per week, Monday, Tuesday, Wednesday 9am – 5pm with half hour for lunch, 34 weeks in term time and 8 weeks out of term time: total 945 hours, to include INSETs, two weeks after the end of the academic year and two weeks before the start of the new school year, other out of term time work to be agreed with line manager. FTE 59.47%.
Salary:	£24,500-£29,500 per annum pro rata (actual £14,570 – £17,543)
Holidays:	25 days plus 8 bank holidays paid pro rata
Pension:	Group personal pension scheme (12% employer contribution with 3% minimum employee contribution)
Purpose:	To work closely with the Head of HR and the HR Advisor to provide coherent and consistent whole school HR support for c.200 staff



Recruitment administration

Proactively prepare job descriptions, person specifications, adverts, assessment materials, interview questions. Place recruitment advertising on school website, portals and other appropriate job boards/circulation lists.

Produce timely recruitment correspondence including acknowledging and printing of applications, taking up references, producing interview schedules and preparing papers for selection panels. Welcome candidates, carry out ID checks and ensure that each selection process runs well.

Record recruitment activity and produce a weekly whole school recruitment report (including the use of google analytics), as well as preparing termly reports.

Review the employment pages regularly on our School website to ensure accuracy; use new media appropriate to each vacancy including social and professional networking sites to identify and source high quality candidates

Undertake equal opportunities monitoring for the recruitment process

Draft contracts, offer letters and variation letters using existing templates provided

Maintain a bank of job descriptions and person specifications in the shared area (Z:)

Record weekly external job and salary information relevant to school posts and capture supporting documents (job descriptions, person specifications and adverts)

Conduct exit interviews and collate for end of year report

Compliance

Process, track and record DBS and other checks for all staff, volunteers and contractors as appropriate

Raise hard and soft personnel files for new employees and ensure the inclusion of key documents in line with all safeguarding requirements

Maintain the staff central register keeping it up to date in line with ISI standards, i.e. standards expected by school inspectors

At the start of each term undertake an audit of contractors on site, supply teachers and parent volunteers updating the register as appropriate



HR database

Input starters, leavers, changes, absence and training onto SIMS; produce reports when requested

Parent friendly administration

Conduct maternity risk assessments

Draft maternity/paternity/adoption leave correspondence

Training administration

Administer online Educare courses to ensure that the school meets its compliance responsibilities



Support the delivery of training on HR subjects to individuals or groups including e.g. appraisal and induction

Set up venue, catering, invitations and course materials for the August induction day and others when requested

Appraisal

Monitor the completion of annual appraisals, generate regular reports and escalate any area of concern to the Head of HR

Absence

Log and chase missing sickness information, flag any absence of concern

Record annual leave for administration staff

General

Deal effectively with HR queries acting as the first point of contact

Update organisational charts, website staff list and holiday cover

Communicate actively with the HR Advisor and Head of HR to ensure all work is completed accurately and in a timely manner

Assist in drafting and updating HR policies

Assist with improvements to HR administration e.g. digital forms



Undertake general office administration duties as required including filing, shredding, note taking at meetings when requested. Archive in line with the school's data protection policy

Demonstrate willingness to identify own training needs and participate in relevant training and reviews

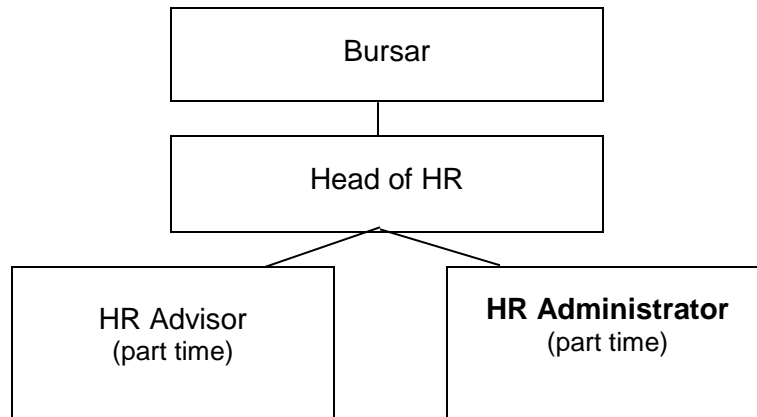
Act in a manner that promotes the School's policies and ethos at all times

Maintain confidentiality at all times

Any other duties consistent with the nature and grade of the post and the skills of the post holder

Organisational chart

The HR Administrator works within the HR department as part of the Bursar's team. The immediate line diagram of responsibility is as follows:



Contextual Information

Claremont Fan Court School promotes continuous learning, independence of thought, teamwork and a critical approach to studies within a framework expecting excellent academics and high standards of character from its pupils and staff.

The school values each of its learners and actively seeks to clearly see evidence of the God-given potential in every child.

JJ/MHGJan19



Person Specification

HR Administrator

Essential Criteria

- Minimum 2 'A' levels or equivalent
- CIPD qualification or part-qualified
- Experience of recruitment, ideally within the past 3 years, and of a range HR processes
- Enthusiastic, flexible, organised and efficient
- Excellent telephone manner and able to communicate at all levels
- Good written skills and numerate
- Able to prioritise a busy workload with excellent attention to detail
- Able to work with discretion and sensitivity; approachable to all levels of staff and external candidates. Able to maintain confidentiality
- Committed to the promotion of equal opportunity
- Good Microsoft Word, Excel and Outlook skills
- Database experience
- Able to work as part of a small team
- Able to work independently and to show initiative
- Able to work hours occasionally outside contracted hours to support recruitment activity or to cover absence; the first Saturday morning in July or late June is mandatory

Desirable Criteria

- Degree or equivalent
- Experience of policy work
- Able to use mail merge

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