

HR ADMINISTRATOR

JOB DESCRIPTION

Reports to: HR Manager

ABOUT JOHN LYON

Founded in 1876 as an Independent day school for local boys, John Lyon is one of the top independent day schools for boys in the UK. We are also very excited to have announced recently that this will be changing in 2021 when the school starts to phase in coeducation.

We pride ourselves on our broad yet balanced curriculum and ability to tailor an education to meet the individual needs of our students. Our ethos is to treat every child as an individual, strive for academic excellence and provide outstanding pastoral care whilst offering a broad range of opportunities outside of the classroom. The 2019 ISI inspection found the School to be rated the highest possible 'Excellent' in the two main areas of Educational Quality. The School has been accredited EdTech50 and is a Microsoft School.

The School campus is spread across six buildings and a 25-acre mixed sporting facility in Harrow-on-the-Hill and is part of John Lyon's Foundation. We have a clear set of values that are vital to our community. These values shape who we are, what we do and how we do it.



AMBITION



EXCELLENCE



INNOVATION



RESOLVE



HERITAGE



COMMUNITY



CREATIVITY



ENQUIRY

THE DEPARTMENT

The HR Administrator will work with the HR Manager and HR Officer at the School to deliver a proactive, efficient and high quality HR service. The team undertakes a range of HR activities including coordination of the School's recruitment and selection processes, Safer Recruitment pre-employment checks, responsibility for School policies and procedures and legal compliance, liaising with Payroll,

supporting managers with Employee Relations cases, and cyclical HR activity such as annual performance assessment and salary reviews.

PRINCIPAL RESPONSIBILITIES

- Support the HR Officer with coordinating the end to end recruitment process for both academic and support staff vacancies including the initial preparation of applicant packs, candidate management via the recruitment inboxes, processing applications, arranging interviews and assessment tasks
- Support the HR Officer in liaising with successful candidates, issuing offer letters and contracts, and completing all necessary pre-employment safeguarding checks such as Enhanced DBS, Barred List, and Prohibition from Teaching/EEA checks, references, right to work, Safeguarding Policies and Safeguarding training.
- Maintain the HRIS and relevant spreadsheets for all applicants and employees, including assisting the HR Manager and HR Officer to maintain the School's Single Central Register
- Process annual and other leave requests and monitor entitlements, providing regular reports to Senior Management and raising any concerns to the HR Manager.
- Support the HR Officer in producing a range of other HR letters and correspondence e.g. variation to contract letters, maternity and paternity leave entitlements, confirmation of passing probation, etc.
- Support the HR Officer in liaising with Payroll to ensure that new starters, leavers and changes to salaries or hours are actioned appropriately, ensuring all supporting documentation and records are in place
- Responsible for the creation, maintenance and archiving of all HR and recruitment files, ensuring that documents are deleted in accordance with the School's Privacy Policy (inclusive of GDPR)
- Support the HR Officer with the management of queries in the HR shared inbox, escalating to the HR Manager when necessary
- Support the HR Manager and HR Officer with the School's Annual Review and Salary Review processes

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

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PERSON SPECIFICATION

In making an appointment at John Lyon we look for the person who, during the selection process, best demonstrates their skills and abilities as follows:

	ESSENTIAL	DESIRABLE
EDUCATION & KNOWLEDGE		
Educated to A level standard or equivalent	X	
CIPD level 3 or higher HR qualifications (or equivalent)	X	
Associate CIPD membership or higher		X
Knowledge of schools' Safer Recruitment and KCSIE requirements and processes		X
An understanding of GDPR and confidentiality in an HR context	X	
SKILLS & EXPERIENCE		
Experience undertaking HR processes in a similar role		X
Knowledge of Safer Recruitment pre-employment checks		X
Excellent Microsoft Office skills (i.e. Outlook, Word, Excel)	X	
Some experience of HR/ Payroll/ database systems (i.e. Oasis)		X
Ability to use initiative to resolve problems, identifying practical and suitable solutions	X	
Experience of planning, prioritising and organising personal workload to deadlines with minimal supervision	X	
Strong communication and relationship management skills with the ability to deal with a wide range of people and situations confidently, sensitively and diplomatically	X	
Attention to detail with the ability to maintain high accuracy under pressure	X	
Self-motivated, professional and approachable, desire to provide excellent HR support and customer service	X	
Ability to find innovative ways to improve efficiency in HR processes	X	

The post holder's responsibility is to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the School they must report any concerns to the School's Designated Safeguarding Lead.