JOB DESCRIPTION

| **School:** Addington School	**Location:** Woodley, Reading, Berkshire
Job Title: HR Admin Assistant 37 hours per week, all year	**Grade / Salary Range:** 4 + SEN Allowance

JOB PURPOSE

To provide HR admin support to enable a high quality operational HR support service for Addington School.

NOTE

This role will be primarily based at our main school site in Woodley and although it is a non-pupil facing role, the HR office is located close to classrooms and pupil areas.

Working with our pupils requires a particular understanding and appreciation of their individual needs, such as; physical limitations, learning, emotional, behavioural and language difficulties or problems with organisation. The behaviour of some of our pupils can be difficult and dangerous and can therefore be emotionally and physically demanding for staff.

DESIGNATION OF POST AND POSITION WITHIN THE SCHOOLS STAFFING STRUCTURE

Headteacher

School Business Manager

HR Manager

HR Admin Assistant
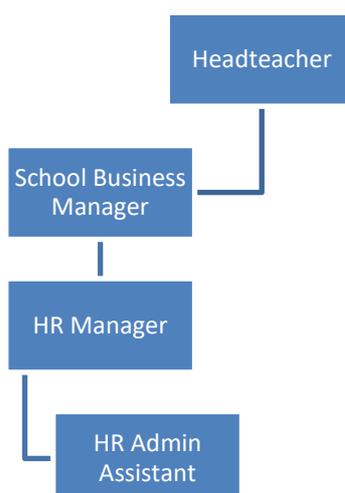
MAIN DUTIES AND RESPONSIBILITIES

Recruitment & New Starters

- Placement of adverts as directed
- Administer the short list process – receiving, photocopying and distributing application forms
- Support with checking applications for recruitment gaps and anomalies
- Carry out reference checks
- Arrange and administer interviews including interview assessments/classroom observations
- Complete new starter packs for all new starters and provide onboarding packs via Docusign
- Update Arbor with new starter details
- Ensure necessary resources are in place for new starters
- Support with first day health and safety inductions where required
- Update the Single Central Register and Sentry as required
- Record and monitor the probation documentation for new staff
- Update ICT Systems

Staff Leavers
- Acknowledge letters of resignation and support with the leaver admin process
- Ensure that all resources are returned
- Update relevant ICT Systems

Staff Sickness and appointments
- Record all sickness absence, unpaid leave and appointments on Arbor and iTrent.
- Support with the organising sickness absence meetings for staff who have been absent on short term sick leave.
- Carry out continuous monitoring of levels of sickness absence to identify employees who are close to hitting sickness absence triggers
- Escalate unacceptable levels of sickness to HR Manager
- Ensure all staff submit self-certification forms following all short-term sickness absence and following up on outstanding forms.

Staff Annual Holiday Plan
- Administer and manage the staff holiday system for non-term time staff

Work Experience
- Support with work experience requests
- Negotiate with teachers to host work experience students
- Complete relevant paperwork – References, Next of kin information
- First day inductions
- Complete college paperwork as required

HR Process and record keeping
- Ensure that all electronic HR records on Arbor are up-to-date
- Enter supply staff timesheets on payroll system
- Create HR files on Sharepoint
- Ensure that HR documents are filed in HR files
- Archive leavers files
- Ensure all electronic sickness records are up-to-date
- Destroy recruitment records/applications in line with recruitment policy
- Ensure that personnel files are kept secure
- Production and maintenance of HR documents as required
- Distribute updated contracts and other documentation as required, follow up to ensure documents are signed and returned

HR Reporting
This will include the preparation of data for reports on the following (but not limited to)
- Staff absence/appointments
- Staff retention/turnover
- Recruitment patterns
- Staff leaving reasons
- Vacancies

Other
- Support with DBS checks and updates
- Administer annual employee documentation checks
- Ensure that documentation requests are completed, follow up as required
- Monitor the personnel email in box, respond to queries or forward to HR Manager for further action
- Work in line with statutory safeguarding guidance (i.e. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies

- Retain confidentiality about all aspects of school life
- Commitment to support the school working towards school priorities

Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post holder.

SCOPE OF JOB (Budgetary / Resource control, Impact)

N/A

Version:	Final	Created by:	Amanda Cherry
HR Checked:	10.1.2024		
JE Date:	22.11.2022	JE Outcome:	Grade 4

Signed: ………………………………………………………….

Name: Date:

PERSON SPECIFICATION

Job Title: HR Admin Assistant
Reports to (job title):   HR Manager

* E = Essential Criterion (required at point of recruitment)
 D = Desirable Criterion (can be developed over time)

KEY CRITERIA * E / D?	
Qualifications and Experience GCSE Maths and English Previous experience of administration, general office practice Experience of working and collaborating within a team Previous experience of an HR environment	• E • E • E • D
Knowledge, Skills and Abilities Excellent verbal communication skills at all levels Excellent written communication skills Excellent organisation skills Clerical and administrative skills Good IT Skills – Outlook, Word, Excel, OneDrive Ability to self-manage work load, work to tight deadlines Ability to setup and maintain records and filing systems Ability to deal with face to face and telephone interactions Understanding of data protection and confidentiality Understanding of safeguarding Ability to respond quickly and effectively to issues that arise Ability to use initiative to solve problems Knowledge of Arbor would be an advantage Some basic knowledge of HR legislation	• E • E • E • E • E • E • E • E • E • E • E • D • D • D
Work-related Personal Qualities Ability to work at all levels of the organisation Ability to deal sensitively and appropriately with confidential information Excellent attention to detail Flexible and adaptable approach to work A commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils Embraces change well	• E • E • E • E • E • E
Other Work-related Requirements	

Final – Jan 2024