**Job Description**

**Post Title: Cover and HR Administrator**

Manor School Sports College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, students and volunteers to share this commitment.

**Purpose:** To provide a professional, efficient and highly effective Human Resource service to the academy and its staff.

**Reporting to:** Business Manager

**Working Time:** 25 hours per week (Monday to Friday 7.00 am – 12.00, midday); 39 weeks per year

**Salary/Grade:** Grade G

**Main Duties**

**Cover:**

* To administer the cover system in accordance with the academy’s policy and arrange cover by assigning day to day short term cover for staff absence.
* Liaise with the Business Manager and Principal for advice and guidance on ensuring the effective cover of longer term absences.
* To receive calls and information from staff regarding their absence and allocate cover effectively, efficiently and fairly ensuring compliance with rarely cover and Academy protocols
* Use SIMs and bespoke systems to log and record all absences and produce timely and accurate reports as required by the Principal, Business Manager and/or HR Director.
* Collect and record data on staff absence in accordance with Trust policy and provide information and reports to senior managers as required.
* Support senior managers to ensure effective processes such as return-to-work meetings are correctly and effectively followed by staff and line managers to secure improved attendance. To include issuing Return to Work and self-certification forms.
* Process and action Leave of Absence requests in accordance with Academy procedures and personnel record and payroll is updated.

**HR:**

* Under the direction of senior managers, coordinate and administer academy recruitment and selection processes to include preparing and placing external adverts, preparing packs for short listing, sending out invite to interview letters and reference requests, organising selection and interview days and responding to all applicants etc.
* To process staff appointment documentation for successful candidates, including offer letters, contracts of employment and all pre-employment checks, including DBS, fit for work and reference checks, prepare new starter packs, ensuring all safeguarding checks are undertaken.
* Liaise with external organisations to ensure appropriate clearance for new staff is e.g. Medical check, Prohibition checks for teachers.
* To administer, update and maintain HR Information Systems (SIMs) to ensure that electronic employee records are accurate and up to date stored in accordance with Academy procedures and legislation.
* To maintain an accurate and up-to-date Single Central Register that is compliant with statutory regulations.
* To provide information and support the Data Manager with the School Workforce Census annual return
* Maintain confidential staff records in accordance with Academy procedures and with due regard to confidentiality and Data Protection. This will include: manual filing to ensure full records are maintained for all staff.
* As advised and requested, prepare, check, issue and file letters and contracts to staff in respect of contract changes and any other agreed changes or HR employment matters.
* Support the payroll administrator by providing accurate information in respect of staff absences and other variable elements.
* Ensure any changes to employee personal and contractual details are accurately recorded on the academy’s HR/payroll portal to ensure accuracy and efficiency in the maintenance of all HR/payroll records.
* To check, issue and file salary assessment forms for all staff.

**General:**

* Assist with the induction process for all new staff to the academy including supply staff, trainee teachers, volunteers and work experience to ensure compliance with academy Induction procedures. To include preparing induction packs and materials, coordinating induction programmes and collating and filing induction checklists.
* Be the first point of contact for general HR queries and where appropriate ensure that queries are directed upwards.
* On occasions act as minute/note taker if required.
* To accurately and efficiently undertake a range of word processing and administrative duties to include preparing a range of letters and reports or tables.
* Process exit questionnaires for leavers.

**Other Specific Duties:**

All support staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties, in the pursuit of raising student achievement and effective team working.

* To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* To promote an environment that enables all students to realise their potential.
* To promote actively the academy’s corporate policies.
* To comply with the academy’s Child Protection, Safeguarding and Health and Safety policies and undertake risk assessments as appropriate.
* To continue professional development as agreed.

This is a new role which will evolve over time and the post holder may be required to carry out a variety of tasks in addition to the responsibilities detailed.

Employees will be expected to comply with any reasonable request from a member of the Senior Leadership Team to undertake work of a similar level that is not specified in this job description.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Signed: Date:

**Cover and HR Administrator Person Specification**

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| **Qualifications & Experience** | **Essential E/ Desirable D** | **How Assessed** |
| Good general Education to **at least** Level 2 (must include English and Maths) | **E** | **App/doc** |
| Further education or relevant qualifications | **D** | **App/Doc** |
| Previous Administration or HR experience, preferably in an educational setting | **E** | **App/Int/Ref** |
| Experience of operating Admin or HR systems | **E** | **App** |
| Experience of working in an education setting | **D** | **App** |
| Skills & Abilities |  |  |
| Good interpersonal skills and able to communicate with all groups in a professional manner | **E** | **Int/Ref** |
| The ability to use own initiative and work independently in responding to difficult problems and unexpected situations | **E** | **Int/Ref** |
| Ability and enthusiasm to work as part of a team | **E** | **Int** |
| Experience of providing information and advice in person and/or writing to a range of people | **E** | **App/Int** |
| Good organisation and time management skills | **E** | **App/Int/Ref** |
| High level written and oral communication skills | **E** | **App/Int** |
| Competent IT skills | **E** | **Int** |
| Other Attributes |  |  |
| Excellent attention to detail and accuracy | **E** | **App/Int/Ref** |
| Ability to be discrete, tactful and confidential at all times | **E** | **Int** |
| Able to demonstrate a commitment to promote and follow the academy’s Equal Opportunities, Health and Safety and Child Protection Policies | **E** | **Int/ref** |

**App=Application Form, Int= Interview, Doc=Documentary Evidence, Ref= Reference**