

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

JOB TITLE: Human Resources and Cover Administrator

REPORTS TO: School Business Manager and Assistant Head

SECTION: Patcham High School

PURPOSE OF THE JOB

This post contributes to a high quality administration team by providing an effective and efficient Human Resources and Cover administrative service, dealing with queries relating to the pay and employment of staff, and the cover of class teachers on a daily basis.

PRINCIPAL ACCOUNTABILITIES

1. To arrange cover of lessons for absent teachers, that have previously been agreed by the Headteacher or designated member of SLT, as well as arranging emergency cover for staff sickness.
2. To provide day to day administration of all cover and staff sickness. Including issuing the administration of the Self-Certification forms. This will include the input of all cover and absence information on to SIMS and keep all records of staff absences.
3. Being the first point of contact for Agency staff.
4. Keeping accurate records of all staff absences, and be able to issue reports to senior staff as requested.
5. To input pay and personnel information on PIER and SIMS, to include new starters, leavers and appropriate updates.
6. To provide day to day HR administration and advice to managers and staff and forge personal links with key staff in establishments.
7. To provide advice on a range of issues including terms & conditions of employment, pay, pension and maternity queries. Issues that are not clearly prescribed by policy should be referred to the School Business Manager as appropriate.
8. Ensures that all electronic and manual documentation is completed in relation to the appointment and termination of staff in the allocated group of establishments,

providing cover for other team members as required. In addition, all other administration relating to staff terms and conditions is completed including the timely issue of staff contracts and the processing of payroll and pension notifications.

9. Advises on payments, annual leave entitlements, maternity pay, pension contributions and other associated figures as reasonably requested.
10. Undertakes word processing and basic spreadsheet input and retrieval as required, operating in accordance with the Data Protection Act with regard to the input and distribution of personal details.
11. Participates in team meetings, project groups and training events, keeping up to date with changes in policies and procedures relating to this role.
12. Under the direction of the School Business Manager, assists in the development and monitoring of statistical processes for the provision of more effective & efficient services.
13. Undertake administration in relation to recruitment, such as submitting adverts, inviting applicants to interviews, requesting references and DBS processing.

Understand that keeping children safe is paramount in our school and that all employees must take responsibility for ensuring that any safeguarding concerns are quickly reported to the appropriate person.

Undertake all safeguarding training as required by the school.

The post-holder is responsible for ensuring that the Council's equalities policy is fully implemented in all areas of his/her work as is the Council's health and safety policy and agreed codes of practice and that he/she works within the confines of the Data Protection Act.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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PERSON SPECIFICATION

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CRITERIA

ESSENTIAL CRITERIA

**Job Related
Education and
Qualifications and
Knowledge**

- NVQ Level 3 or equivalent qualification or experience in relevant discipline
- Good knowledge and understanding of relevant ICT packages, including the school's specialist software / equipment / resources
- Full working knowledge and understanding of range of relevant policies / codes of practice and awareness of relevant legislation
- Appropriate knowledge of first aid

Experience

- Demonstrable experience of development, management and operation of administrative systems likely to have been gained over a period of two years

Skills & Abilities

- Good numerical skills to undertake a variety of tasks, e.g. maintaining accounts for schools activities, producing financial reports
- Good literacy skills to undertake a variety of tasks, e.g. minute taking, maintaining diary(ies) producing correspondence on behalf of the Head Teacher
- Very good ICT skills, e.g. production of reports, correspondence, inputting / updating information
- Able to relate well to children and adults, often on behalf of the Head Teacher, e.g. dealing with visitors, passing information / messages to other staff, providing advice
- Some need to use analytical, judgmental, creative and developmental skills, e.g. when setting up appropriate systems and producing financial information for line managers / auditors
- Able to demonstrate sensitivity and tact particularly when dealing with the more sensitive issues
- Able to maintain confidentiality

- Able to work accurately and with attention to detail
- Alertness and concentration, e.g. producing financial information, minute taking and drafting correspondence
- Able to undertake short term planning, e.g. managing own workload, managing the work of others, ensuring deadlines are met, planning for school activities, e.g. school trips / sports day
- Able to deal with more complex queries and know when to refer to more senior staff
- Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these
- Able to self-evaluate learning needs and actively seek learning opportunities

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.