



Job Description

Job Title	HR Administrator
Reporting to Location	Business Director Stratford, London
Type of Position	Full time
Grade	Grade 6/7
Hours	Working hours 37.5 Hours – 8.00 am to 4.00 pm (0.5-hour unpaid lunch) Monday to Friday. Evening and weekend work may occasionally be required.
Child Protection	All members of staff must comply with LAE's Safeguarding & Welfare Policy. If, while carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety and welfare of our students, these concerns must be reported immediately in accordance with the policy.

The London Academy of Excellence is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Purpose

To process a Human Resources administration service for the London Academy of Excellence including the issuing of contractual information, administration of recruitment and performance appraisal. To support the Leadership Team in the management of employee relationships, implementation of policies and increase staff wellbeing.

A commitment to staff welfare and promoting LAE core values is at the heart of this role.

HR Administration

- Administration of the Single Central Record (SCR) ensuring the document is compliant with Ofsted and Department of Education guidelines.
- Accurate maintenance of Academy staff records both online and paper records.
- Under the instruction of the Business Director administer HR letters such as contracts, offer letters, contract changes and anything under the remit of HR.

- Administer the support staff performance appraisal process making ensuring all staff receive records for an effective performance management process.
- Supporting the Headteacher and Business Director with the administration of staff recruitment, including but not limited to: assisting with the drafting of job descriptions; placing advertisements; preparing information packs; responding to enquiries; organising interview schedules; ensuring the recruitment days run smoothly; preparing offer letters for candidates; carrying out reference requests, qualification checks and DBS checks on appointed candidates.
- Ensuring that all processes are carried out in line with high levels of accuracy and compliant with the safer recruitment process.
- Ensuring all records, and processes are carried out in line with GDPR guidelines.
- Administer new starter processes including preparation of offer letters, contracts, induction packs, risk assessments, issuing medical questionnaires and onboarding.
- Assist with ensuring probation and appraisal processes are undertaken.
- Undertake personnel administration including holiday and sickness absence management.
- Administer leaver processes.
- Absence Management including ensuring receipt and filing of absence requests, return to work and sick certification forms.
- Maintain the HR records and ISAMs or alternative MIS.
- To take notes during HR meetings and produce typewritten records.
- Lead on the completion of the Workforce Census yearly.
- Ensure that payroll is fully updated on all HR contract changes.
- To be a backup to the payroll administration in the event of absence
- Provide cover management daily to ensure that absence is logged, and appropriate cover is in place.

The role has the following additional responsibilities, in common with all staff at LAE:

- Ensuring that all students observe LAE policies relating to dress, behaviour and other matters and that they take proper care of LAE's environment and resources.
- Creating an effective rapport and a sound relationship with all LAE students, earning their respect and trust but maintaining proper professional boundaries by not deliberately courting popularity or friendship;
- Contributing to the programme of extra-curricular activities ("ECAS"), which may sometimes require reasonable evening or weekend commitments, some of which will be offsite;
- Leading or assisting offsite trips and visits (any necessary training, for example around First Aid or Risk Assessment, will be provided, at LAE's expense);

- Contributing to the establishment and maintenance of a caring, positive, safe and stimulating environment for each student at LAE;
- Prioritising at all times the safety and well-being of the students by following the Welfare & Safeguarding policies;
- Attending training days in reasonable proximity to the start or end of the LAE terms (usually, within four working days of the published term dates), and demonstrating a personal commitment to be fully up-to-date with training;
- Taking a share of the duties around student supervision;
- providing cover for absent colleagues, and participating in arrangements for students' supervision during public examinations;
- Participating in recruitment events such as Open Evenings and Assessment Days, some of which take place after 17.25 on weekdays or at weekends;
- Maintaining effective and harmonious professional relationships with colleagues, in particular by the retention of a sense of perspective and, on occasion, the invaluable ability to laugh at oneself;
- Looking after one's physical and emotional well-being, and not being reluctant either to ask for help or support, or to accept and reflect upon it when it is offered;
- Fulfilling any other reasonable duties, as requested by the Headteacher or the Deputy Heads.

General

- Comply with and assist with the development of policies and procedures relating to confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

This job description is not exhaustive and may be amended at any time. It serves as a guide to the main functions and responsibilities of the post holder and may be subject to constant review in the light of changes and development at LAE.

Person Specification

Essential Professional Criteria	How these will be confirmed
Be educated to a good standard at GCSE /Apprenticeship/BTEC level or equivalent/A-level	Sight of original exam certificates / academic qualifications will be requested.
Good general ICT skills with recent experience and knowledge of using Microsoft Office: Outlook (email and diary), Excel, PowerPoint, Word and the internet.	Application Form, Interview, References
Experience of handling confidential information.	
Attention to detail and high level of accuracy.	
Working in a confidential manner. Ability to evidence discretion, tact, sensitivity, and diplomacy.	
Able to meet deadlines, and work under pressure of time constraints.	
Organisation skills, maintenance of records and administrative tasks.	
Self-motivated and enthusiastic about working independently, but also enjoy working in a team and contributing to the success of a shared endeavour.	
Excellent communication skills, verbal, email and report based.	
Great interpersonal skills, smart and a friendly demeanour	
Desirable Professional Criteria	How these will be confirmed
Undergraduate degree or equivalent.	Original Certificates
HR experience.	Application Form, Interview, References
Experience in policy implementation,	Application Form, Interview, References
Supporting Leadership in carrying out HR practice.	Application Form, Interview, References
Qualifications in First Aid, Mental Health First Aid, Safeguarding.	Original Certificates

Safeguarding Children

- LAE is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification.
- All posts in schools are deemed to have a high degree of contact with children and are, therefore, exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of the pre-employment checking process.
- All employees are expected to contribute to and support the overall aims and ethos of the school and to participate in training, performance management and personal development.
- All employees will need to confirm their right to work in this country or seek sponsorship to work via the school, where appropriate.
- This is a 'job description' only and is not a comprehensive definition of the post. It will be subject to additional whole-school responsibility, after consultation with the Headteacher

The role of HR Administrator is subject to the utmost confidentiality and is a trusted position within the Academy. Any breach of confidentiality will be dealt with according to the Academy HR Policy.