

Job Description: HR Administrator

Hours:	36 hours per week, 40 weeks per year
Grade:	Aquinas 4 range
Full time annual salary range:	£18,898.00 - £20,696.00 p.a.
Pro rata (actual) salary range:	£16,603.49 - £18,183.18 p.a.

Accountable to the HR Officer.

Main purpose of the Job

To directly assist and support the HR Officer with the HR function of the school, providing administrative support with specific responsibility for maintaining all aspects of administration, recruitment, cover and day-to-day operational matters.

Specific duties and responsibilities

Under the direction of the HR Officer:

Administration

- Ensure safeguarding and compliance when delivering the HR function.
- Ensure all starters, leavers, variations are processed to Payroll promptly and accurately.
- Ensure all starters, leavers, variations are added to iSAMS (MIS).
- Help maintain the Single Central Register.
- Help undertake the annual Workforce Census for the Department for Education.
- Supply assistance to employees regarding policy queries.
- Keep fire evacuation list up to date with staff changes.
- Produce swipe cards for all new staff and trainees in a timely manner.
- Assist in the annual appraisal cycle through use of BlueSky appraisal system.
- Issue salary statements to all staff annually following appraisals.

Recruitment

- Assist in the end-to-end recruitment of staff in line with Trust and national guidelines.
- Place adverts in local and national press as appropriate.
- Ensure Job Descriptions and Person Specifications are up to date and accurate.
- Compliance with relevant safeguarding checks including DBS checks, reference requests, and qualifications checks etc.
- Assist in the oversight of the shortlisting process & invite shortlisted candidates to interview.
- Creation and/or updating of interview questions for the interview panel.
- Issuing contracts of employment and paperwork included in new starter packs.
- Induction of new staff and monitoring of performance.

Cover Planning and Agency staff

- Enter absent staff on school's information management system.
- Allocate cover staff to lessons fairly.
- Produce cover report and distribute to relevant staff each morning in a timely manner.
- When required, arrange agency cover as appropriate under direction of the HR Officer.
- Ensure safeguarding information in place and undertake identification checks on arrival.
- First point of contact for agency staff.

General

- Maintain a high level of discretion and confidentiality.
- Ensure compliance with GDPR and other relevant data protection laws at all times.
- Work closely with the HR Officer to provide a high level of service to the school and other agencies.
- Work towards any common targets in the School Improvement Plan (SIP) and Trust Improvement Plan (TIP).
- Assist with current Projects.
- Provide friendly, helpful and proactive support.
- Effectively deal with all queries.
- Maintain good time management and be able to prioritise tasks.
- Possess good communications skills.
- Possess a friendly and helpful demeanour.
- Have a desire to pursue an ongoing career in Human Resources.

Other

- Ability to get things done correctly and on time.
- Enjoy the presence of young people.
- Have a sense of purpose and commitment to the school community.
- A knowledge of health and safety in the workplace.
- A knowledge of equal opportunities.
- A sense of humour.

Special Conditions

- Well presented and of smart, professional appearance.
- Responsive to various changing and often conflicting demands.
- Diplomacy, tact and discretion.
- Willingness and ability to work flexible hours and across a range of work areas to meet service requirements.
- Respect the confidentiality of information handled, and to observe the principles of the Data Protection Regulations.
- Must be willing to undertake future relevant training.
- Empathy with the aims and ethos of a Church school.

Training

Bishop Justus Church of England School is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department's needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate may be required to undertake training to fulfil the requirements of the post.