



## DRAYTON MANOR HIGH SCHOOL

### JOB DESCRIPTION

POST	Administrative Assistant (HR)
DEPARTMENT	Administration
GRADE	Scale 3, Term-Time plus 4 additional days, 40 weeks per year
RESPONSIBLE TO	Deputy Administration Manager and HR Coordinator
JOB PURPOSE	To work with the school's Deputy Administration Manager to provide a high quality support service in the HR Office to all existing and prospective employees of the school.

Administration of student exclusions throughout the school

***All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with***

### KEY TASKS

#### Human Resources (HR)

- To support the administration of the recruitment process, staffing appointments and all related personnel matters including payroll and pensions
- To assist in dealing with queries from employees, prospective employees and other outside sources, giving routine information and/or arranging for the appropriate member of staff to be consulted
- To assist in dealing with employment queries from the Senior Leadership Team, liaising with the school's Deputy Administration Manager on procedure
- To maintain security and confidentiality of all HR records in the school at all times
- To input and manage HR data successfully, ensuring it's both accurate and timely
- To contribute to systems and office procedures to ensure the smooth running of the school's HR function.
- Photocopying Personnel records as appropriate
- To assist in compiling HR data as required

- To assist with ensuring the single central record is maintained in line with DfE safeguarding guidelines, the current Keeping Children Safe in Education guidance and ensure safeguarding processes are followed in the general scope of this post.
- To carry out other duties and responsibilities, of a similar administrative nature, and at a similar responsibility level to those described above which may be allocated from time to time