



Recruitment Pack

HR Administrator





HR Administrator

24 hours a week, term time plus 10 days

The post of HR Administrator at Bootham School supports a wide range of HR activities, particularly all aspects of recruitment and the regulatory safeguarding procedures when appointing staff at the senior and junior schools, and the maintenance of staff sickness absence, staff appraisal and training records. This is a busy and varied role in a small and friendly team.

You will need to offer at least 2 years' experience in a busy administrative role preferably gained in a school and/or HR environment; first-rate interpersonal skills and the ability to offer a friendly and professional administrative service to a wide range of people.

This role demands excellent IT skills and the ability to grasp a range of software packages in addition to Microsoft Word and Excel.

You must have excellent attention to detail and be able to handle confidential information with utmost discretion and professionalism.

Full training will be given on the HR software packages used (PASS, Activ Absence and Activ Appraisals) and on the regulatory practices around recruitment, including the administration of DBS checks.

A sense of humour is essential, plus the ability to maintain a calm and objective perspective at all times.

There can be some flexibility around the part-time working hours.

Closing date: 10am Tuesday 5th December 2017

Interview date: Wednesday 13th December 2017

For further details and an application form please visit our website at:
[Bootham School](http://www.bootham-school.co.uk)

Bootham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All appointments are subject to a satisfactory DBS Enhanced Disclosure



Job Description

Job Title: HR Administrator

Reports to: The HR Manager

Staff Supervised: None

Key Contacts and Relationships: The HR Manager, the Administration Manager, the Bursar, job applicants, new starters, all school teaching and support staff

Overall Purpose: to provide accurate and efficient administrative support to the HR Manager, supporting a wide range of HR activities, particularly providing support in the recruitment of all staff at the senior and junior schools and the maintenance of a variety of HR records.

Key Accountabilities:

1. Recruitment administration including receiving and acknowledging job applications and uploading to the Portal, preparing materials for interviews, requesting and chasing references, DBS administration and data inputting, ensuring all pre-employment checks are compliant before appointment, responding to speculative job enquiries, and data entry using HR PASS management information system
2. Maintaining staff sickness absence records on the Activ Absence system, setting up the leave configuration of new staff, running absence reports for the HR Manager and helping line managers to use Activ Absence
3. Administration and maintenance of records relating to staff training (inc safeguarding training) and staff development, and appraisals (PDRs). This includes liaising with other administration staff across the school
4. Other HR administration including creating staff access swipe cards, issuing staff parking permits and producing the annual staff photo poster
5. Filing and maintenance of staff personal files and archived files
6. Running the annual Secret Buddy scheme
7. Any other administrative task required to support the school's HR functions

Skills and Competences required in the role:

1. At least 2 years' experience in a busy administrative role, preferably gained in a school and/or HR environment
2. Dealing with confidential and sometimes sensitive documents and matters, it is essential to be able to handle all personal information with the utmost discretion and professionalism, and to have a sound appreciation of the need for confidentiality and data protection
3. An A Level, or equivalent level, of education is desirable
4. The ability to offer a professional, reliable and friendly administration service to a wide range of people, internally and externally, face-to-face, by email and over the telephone
5. ECDL or an equivalent IT qualification is desirable; a confident and tenacious approach to IT packages is essential, once training has been given on specific software
6. Excellent attention to detail and the ability to work with a high level of general accuracy
7. Strong organisational skills with the ability to multitask and prioritise, and to suggest improved ways of doing things
8. A helpful, motivated, can-do attitude
9. Ability to see the big picture of *why* something is done, and to find ways to make it happen by implementing and maintaining effective work processes and practices

The hours for this post are 24 hours a week, with some flexibility available.

The post is offered term time only plus 10 days - usually at the start and end of the Bootham summer holidays, but some flexibility may be available.

Benefits and Salary for HR Administrator

Bootham School has its own pay scale. The salary for this post is between £18,191 and £19,582 per annum reduced *pro rata* for working term time only plus 10 days per year. The postholder will be placed on the salary scale according to their experience and skills.

Bootham enjoys a very pleasant working environment close to York Minster and the historic city centre of York. The outstanding benefits package includes:

- ✓ working in your own office, close to the HR Manager and Bursar
- ✓ reduced school fees for the children of staff, if required
- ✓ pension scheme contributions
- ✓ quality complimentary meals and refreshments during term time
- ✓ childcare voucher scheme
- ✓ covered, secure bicycle storage
- ✓ free annual flu jabs
- ✓ free use of the fitness suite and swimming pool
- ✓ generous training budget and a variety of professional and personal development opportunities
- ✓ structured Professional Development Reviews
- ✓ on-site parking usually available (a rarity in central York and not guaranteed!)
- ✓ a friendly and supportive working atmosphere

The Application Process and Timetable

Please see the 'Guidance Notes for Completing the Application Form' and the 'Application & Recruitment Process: Information and Guidance' then download and complete the Application Form

For an informal discussion about the post, please contact Jenny Parkin, HR Manager on 01904 683745

To find out more about Bootham School please visit our website at:

www.boothamschool.com

We look forward to receiving your application by **10am on 5th December 2017**

Interviews will be held on **Wednesday 13th December**