



Somerville

Job Description – HR Administrator

Primary Role:

- To administer the HR function within the whole organisation
- Support the Business Manager in ensuring full compliance on staff related items
- Assist with HR related issues of a confidential nature to ensure full compliance with current legislation.

Reporting to:

The Business Manager

Pay Grade: Equivalent to a full time annual salary of £25,000 - £30,000 negotiable based on experience

Hours of work: Ideally Monday to Friday (5 hours per day) 25 hours per week, 39 weeks per year. This is an all year round position and therefore will require the successful candidate to work outside term time.

Key Tasks and Responsibilities:

- Preparing, maintaining and updating staff records both on ISAMS and physical copies.
- Prepare and update policies and procedures relating to any staff issue.
- Recruitment, staff induction and maintaining the Single Central Record.

Other duties

- Carry out all administrative tasks relating to all new starters, preparing contracts, DBS checking, other recruitment checks, induction, contract amendments, annual pay reviews and processing leavers.
- Monitor and record absences.
- Support the SLT in the administration of the appraisal process.
- Monitor probation periods and any other contractual terms advising the Business Manager or line managers accordingly.
- Review and update all staff data regularly ensuring it is up to date, accurate and amend on a timely basis.
- Ensure all relevant data is recorded centrally on the ISAMS system and the accounts dept are up to date with information necessary to pay staff.
- Prepare any censuses or return HR data as required by the Department for Education, the Independent Schools Council, Office for National Statistics or equivalent.
- Assist in the process of a thorough induction of staff joining the school.
- Provide support to the Business Manager for all HR issues and procedures as and when required.
- Record and help support any staff training requirements including the booking of courses, reminders for renewals and recording attendance of.

- Help to ensure staff handbooks and staff related information is up to date, accurate and well presented.
- Support and facilitate with exit interviews ensuring the leavers process is well managed and all necessary records are kept.
- Prepare all necessary paperwork in relation to staff joiners, contract changes and leavers to include the provision of references, salary checks and visas/citizenship checks and procedures as required.
- Support the SLT in ensuring the positive wellbeing and health of staff is promoted.

Essential Skills, Knowledge and Experience:

- Experience working within an HR department.
- Educated to degree level (or equivalent) desirable .
- HR qualification, e.g CIPD desirable
- Excellent written and verbal communication skills.
- Well organised and proven administration skills.

Attributes:

- Outstanding practitioner, with an excellent subject knowledge.
- Enthusiasm, drive and initiative, as well as a genuine interest in all areas of school life.
- An ability to relate to staff and to communicate effectively with them.
- Effective IT skills.
- Effective time management.
- Flexibility, resilience, patience and good humour.
- Confidentiality to be always maintained.

Whilst every effort has been made to explain the main duties and responsibilities of the post, employees will be expected to comply with any reasonable request from the Business Manager to undertake work of a similar level that is not specified in this job description.

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