St Bartholomew’s School



**Job Description**

Post: **Human Resources Administrator**

Line Manager: Human Resources Manager

Salary Range: APT&C Scale 3-4

**Principal Responsibility/Job Purpose:**

To provide administrative, clerical and general support to the Human Resources Manager in all aspects of this role as required.

**Principal Tasks:**

* **Safer Recruitment Checks:** Completion of all checks for new starters, including volunteers and casual staff in line with guidance for schools. Processing online Disclosure Barring Service checks. Checking details on Teaching Regulation agency website. Recording completed checks on SIMS Personnel so that the School’s Single Central Record is up to date and accurate.
* **Recruitment:** Responding to applicant queries. Collating applications. Producing short listing packs, arranging interview programmes, updating interview questions, supervision of interview written assessments tasks as required, inviting candidates to interview, sending recruitment packs to interviewers, checking gaps in employment.
* **Contractors:** Obtaining confirmation of recruitment checks from the supplier organisation and maintaining the list of Contractors cleared to work in the School unsupervised**.**
* **References**: Taking up recruitment references for all new appointments of staff, casuals, volunteers and all candidates shortlisted for teaching posts within the school.
* **Personnel Records:** Updating the Personnel database (SIMS). Entering starter information. Maintaining the Staff List and making this available to all staff on a termly basis. Producing reports when required.Filing of paperwork onto personnel files.
* **Reporting:** Producing a weekly list of starters and leavers for the Staff Bulletin. Producing a half-termly Staff List report. Providing a termly list of staff medical conditions for the Deputy Headteacher. Annually, sending a data sheet to all staff and updating personal details accordingly.
* **Induction Pack:** Sending the School’s Induction pack to all new starters and their line managers within the first week of starting employment.
* **Probation:** Sending the probation policy and reminder messages to line managers at 1 month and 3 months following an employee starting. Sending confirmation of probation letters.
* **Photo Board**: Keeping the staff photo board in Reception up to date.
* **Other administrative tasks** as required from time to time.

#### Other Duties

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are common occurrences and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re‑evaluation.

Signed : ……………………………………………..………….………. Dated: …………………………………

Julia Mortimore, Headteacher

Signed : ………………………………………………………..….……. Dated: …………………………………

Post Holder

St Bartholomew’s School



**Person Specification**

Post: **Human Resources Administrator**

|  |  |  |
| --- | --- | --- |
| **Key Criteria** | **Essential** | **Desirable** |
| **Qualifications and Training** | * Good level of general education. |  |
| **Competence Summary**  (Knowledge, abilities, skills experience) | * High level of accuracy and attention to detail and deadlines. * Ability to operate relevant ICT, and a willingness to train to operate new software programmes. * Strong organisation skills. * A high level of general administrative skills. * Experience in solving problems quickly and adjusting routines to meet priorities. * Strong verbal and written communication skills. * Good at relating to a wide range of people. * High level of discretion and confidentiality. | * Current ICT software includes SIMS Personnel and TES School Portal. Training will be provided. |
| **Work-related Personal Requirements** | * Flexible approach to tasks. * Willing to work as part of a team. * Ability to work under pressure. |  |