



## **PERSONNEL ADMINISTRATOR**

**Hours of Work: 20 hours per week (4 hours per day) term time with additional working required in the summer holidays (expected to be 3 weeks).**

We are looking to appoint a part-time Personnel Administrator to oversee the school's recruitment procedures. In recent years there have been increasing levels of regulatory compliance required by schools and the main purpose of this role will be to ensure the Central Staff Register (the Appointments Register) is up to date at all times. In order to ensure this is the case, the person appointed will ensure the school follows the correct recruitment procedures including obtaining appropriate references and DBS clearances, as well as ensuring all new staff undergo appropriate induction training.

**Line Manager: Headmaster.**

### **Key Tasks:**

- To work alongside members of SMT and the Operations Manager to ensure that appropriate records are maintained to ensure compliance in the areas of Safeguarding and Safer Recruitment.
- To spread awareness of policies, and promote the observation of practises and procedures designed to ensure compliance.
- To manage the administrative procedure for the recruitment of all new staff, teaching and support, in respect of the Appointments Register and Safer Recruitment.
- To safeguard and promote the welfare of all pupils.
- To be a member of the Compliance Team that meets once a term to ensure the school is compliant ahead of any ISI Inspection.

### **Personnel Tasks**

**Line Manager: Director of Finance.**

### **Key Tasks:**

- To ensure compliance with the administration and record keeping relating to employees, including criminal records checks, employment protection, data protection, equal pay, minimum wage, Working Time Directive or discrimination on the grounds of sex, race or disability.
- To ensure that all relevant staff have contracts of employment and to keep records of all such contracts.
- To issue salary letters and associated documentation to all new appointments.
- To issue documentation to all new volunteers and work experience placements.

- To process DBS applications ensuring correct original documentation has been seen and recorded.
- To request references for new appointments, volunteers and visiting staff.
- To maintain the Appointments Register for the school to include all information to comply with ISI requirements.
- To record staff leavers and appointments informing the Senior Management Team and other relevant departments.
- To update the SIMS system with staff leavers and appointments as well as any amendment to next of kin, change of address, contact details, etc.
- To update and maintain salary spreadsheets following pay awards, incremental pay awards and adjustments to part-time teaching in liaison with the Finance Assistant.
- To issue letters to staff following pay awards, incremental pay awards and adjustments to part-time teaching.
- To maintain and monitor staff leave records, ensuring statutory guidelines for leave taken are met.
- To ensure the self-certification process following illness is completed by all staff.
- To record medical appointments and ensure supporting documentation is received.
- To arrange occupational health appointments as requested by Senior Management issuing necessary correspondence for employees.
- To administer the support staff appraisal process (issuing forms, chasing up Managers, etc) ensuring appraisals are carried out annually with follow up appointments after six months.
- Carry out inductions for all new support staff, completing paperwork within the employee's probationary period.
- Liaise with Deputy Head (Pastoral) regarding inductions for teaching staff, completing paperwork within first term of employment.
- Assist departmental heads/line managers with advice on working patterns and practices for individuals and departments.
- Prepare and book job adverts for support staff vacancies, acknowledging and reviewing applications prior to interview.
- Arrange appointments for job interviews and issue paperwork to interview panel.
- To maintain training records for support staff
- To liaise with the Director of Finance regarding changes to support staffing and any cost implications.

### **Other**

- To carry out any other tasks not specified that may reasonably be required.

### **Person Specification**

- Excellent communication skills and "can do" attitude.
- Able to work on own initiative and be completely discreet.
- Eye for detail, accurate and personable character.

## **Information for Job Applicants**

### **General Information**

The Reverend John Hymers, Fellow of St John's College, Cambridge and Rector of Brandesburton, a village ten miles north of Hull, left money in his will for a school to be built *"for the training of intelligence in whatever social rank of life it may be found among the vast and varied population of the town and port of Hull"*. Hymers College opened in 1893 as a school for boys. Although the school has remained true to its Founder's intentions, the catchment area now stretches from Scarborough to Driffield to Grimsby and Scunthorpe, and the school has been fully co-educational since 1989. It is an independent day school and the Headmaster is a member of the Headmasters' and Headmistresses' Conference (HMC).

Hymers College is recognised as one of the leading schools in the North East for its academic, sporting and musical achievements. Pupils and ex-pupils, parents and staff often highlight the all-round education, the friendly and relaxed atmosphere within an ordered framework, and the relationships between staff and pupils that are found at Hymers.

The Governors' vision for the school in the 21<sup>st</sup> Century is that it will maintain an emphasis on excellence in all that it does, will provide a broad education that will enable our pupils to become well-rounded and balanced people, will continue to offer outstanding value for money to parents, will contain as wide a social base as fee-remission funds will permit, and will incorporate new ideas and facilities when appropriate. They are committed to a process of continuous improvement in services and facilities, funded by healthy annual financial surpluses and, in recent times, by several substantial legacies and benefactions. Priorities are reviewed regularly.

### **Location and Facilities**

The school stands in over 45 acres of beautiful grounds, a mile from the centre of Hull. The original building still forms the core of the school, but many buildings have been added. The purchase of additional land allowed us to expand our games pitches and to build new tennis courts and a flood-lit all-weather pitch. In the last few years a magnificent replacement Junior School has been built, in 2003, and a Sports Centre, including a 25 metre swimming pool in 2004. There are three computer rooms in the Senior School and one in the Junior School. The Modern Languages Department has an ICT suite. A large multi-purpose sports hall provides indoor sporting facilities. In September 2014 a new Music Block was opened, providing facilities including a recital hall, rehearsal and music technology rooms, plus a recording studio. A new Learning Resource Centre was completed in 2016 and was awarded the School Library Association's Innovation Award in 2017. Currently the school is refurbishing its Science facilities.

**DCE/KFW**  
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