

**Human Resources and Administration Assistant (this role is split between the HR Team and the Admin Team), Scale 4 points 7 to 11. Starting point 7, £23,181.12 to £24744.08 - 47.16 weeks Term-time plus two weeks.**

**36 hours per week (9:00am to 17:15 – Monday to Thursday & 9:00am to 17:00 – Friday)**

#### **Purpose of role**

The Human Resources and Administration Assistant is a member of the school support staff team responsible for making sure that the efficient and effective organisation and administration of school processes, procedures and policies, deliver the best possible customer service to all stakeholders internal and external to the school.

The purpose of the Human Resources and Administration Assistant role is to support the Human Resources & Leadership Admin Manager in managing the full range of Human Resources functions within the school. This role will also part support the main office on a daily basis.

The post holder will often be the first point of contact providing advice and guidance to all staff, pupils and any visitors on a wide range of school policies and procedures, and is therefore expected to demonstrate exemplary customer service to both internal and external customers.

#### **General duties and responsibilities**

## Human Resources:

- To communicate with people in person, on the telephone and using email to:
  - respond to queries, ○ provide information and services,
  - take and record messages (using the school systems).
- On a daily basis working alongside the Administration Manager, to accurately complete all staff sickness/absence information on SIMS, EPM and any other relevant management information system. Prepare all administrative documents to support senior leaders to carry out the successful implementation of the school's sickness and absence policies ahead of the scheduled meetings.
- Maintain manual and computerised sickness records as required i.e. recording of medical certificates, self certification, leave of absence and sickness trigger forms.
- To provide information and advice on general conditions of service for all members of staff, liaising as necessary with Human Resources & Leadership Admin Manager and/or School Business Manager.
- To manage the school's SIMS Personnel module, ensuring that appropriate data is collated and maintained correctly. Ensure the system is kept up-to-date in accordance with data protection.
- Create, update and reconcile all employee contract (or contractual change), payroll and leavers information on SIMS and EPM. Upload additional hours' timesheets and absence data into the payroll system on a monthly basis once they have been approved by School Business Manager and/or a member of SLT. Ensuring records are kept update and accurate at all times.
- Ensure the monthly submission of accurate and timely HR and payroll data to the school's external payroll provider, currently EPM, on a timely basis to ensure deadlines are met.
- Working alongside the Administration Manager, ensure that the administration of Agency staff timesheets is carried out as and when required.
- To receive telephone calls via the switchboard, dealing with front line enquires from parents, staff, governors, outside agencies, etc. Politely and efficiently passing on messages as appropriate.
- Provide routine administration i.e. photocopying. Filing. Emailing. Form completion. Use a variety of IT software to carry out tasks e.g. SIMS, Excel

- To use spreadsheet software in sophisticated applications to accurately process all documents relating to staff policies and procedures. This will support the efficient function of human resources. For example, support staff holiday tracker.
- Support the Human Resources & Leadership Admin Manager create and maintain all paper and digital staff files and ensuring all HR information is complete according to policy and legal requirements, including retention periods and accurately filed always on a weekly basis.
- Support line managers with the probation management for all new employees, working with the relevant HR teams to ensure all records are collated in a timely fashion.
- Prepare and upload of teachers' pension updates via the teachers' pensions portal for all new starters and leavers.
- Provide Teacher pensions department with accurate and timely employment information for all teachers applying to retire and completing documentation for missing service and salary information as requested by teachers' pension.
- Assist the Human Resources & Leadership Admin Manager in the administration and collation of the annual Teacher Appraisal and termly Lesson Observation processes.
- To make sure the school maintains and develops accurate and up-to-date databases and information systems to retrieve, enter, extract and output relevant information which can be further analysed and evaluated under the direction of the School Business Manager and/or Senior Leadership Team.
- Provide confidential secretarial and administrative support to SLT including minute taking, the production of letters, documents and any other correspondence.
- Proactively support with the organisation of training and development of staff across the school, ensuring training records are kept up to date at all times in line with school policies and procedures.
- To use computerised management information systems and/or paper based filing systems to enter, record and retrieve data, supply information in response to requests and make reports and returns required by a variety of different sources. (Examples might be, the use of Sims.net (the staff, teacher, and academic database) or the SIMS package used for attendance).
- Cover the school reception area, on a daily basis in a pleasant and professional manner, welcoming visitors to the school and dealing with both internal and external enquires.
- To support the schools provision of First Aid (after training) in the event of accident or injury and for the completion of relevant documentation per school's procedures.

### **Other**

- To ensure the school fully reflects the school's ethos, aims and policies, particularly those relating to equal opportunities and racial equality.
- To implement all school policies, procedures and relevant practices, in particular those relating to Health & Safety of staff, pupils/students and visitors and General Data Protection Regulations (GDPR).
- Comply with policies and procedures relating to child protection, welfare, security, confidentiality, data protection and the reporting of any concerns to the appropriate person.
- To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
- To take appropriate action to manage, monitor and maintain a healthy, safe, secure, efficient and effective working environment.

- To complete school based induction and any subsequent training, for example, modules leading to proficiency in SIMS to improve performance or attend any relevant internal or LA meetings and events as required by the strategic focus of the role.
- The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. Staff in school work subject to statute and many policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them.

*These duties are neither exclusive nor exhaustive. The details and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by the Head Teacher and SLT that are broadly within the level of the post.*

This post is subject to an enhanced Disclosure and Barring Service (DBS). The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

**Reporting to:** Human Resources & Leadership Admin Manager

**Responsible for:** N/A