

# Human Resources Administrator

## Job Description and Person Specification



**Post:** Human Resources Administrator

**Responsible to:** The Headteacher and the Governing Body of The Petchey Academy; under the day-to-day management of the HR Manager

**Responsible for:** No line management responsibility

**Remuneration:** SC4 (Point 7-10) £22,579 -£23,821 pro-rata. (£24,279 - £25,614 Full-Time equivalent)

**Status:** Term Time + 2 weeks, Permanent

Hours: 37.5 hours a week, Monday to Friday, 8 am – 4 pm.

### Purpose of the Post

- Provide comprehensive HR administrative support to the HR Manager and Strategic Leadership team
- The HR Administrator will support the HR Manager in the provision of high quality, efficient HR service for the Academy.
- This is a customer-focused role to provide effective support across the HR function with a particular focus on recruitment, employee records and operational administration.

### Generic Duties:

- To be an active member of the Administration Team and to support the Headteacher in embedding the Academy's commitment to high achievement.
- To work in close liaison with Education Personnel Management (EPM), dealing with general personnel and employment matters and to establish and maintain administrative systems of HR control and management.
- Assist in fostering good relationships with all relevant external agencies, promoting the image of the Academy on all occasions.
- Be responsible for the completion of all HR related paperwork, ensuring that the paperwork is correctly authorised.

### Specific Duties:

#### Recruitment

- Support the HR Manager in the recruitment of all staff across the Academy.
- Place vacancy advertisements and respond to communications from candidates and agencies.
- Ensure the Academy's website provides accurate information on academy vacancies and that relevant documents on the vacancies page are up to date
- Track applications, prepare shortlisting packs and invite candidates for interview
- Apply for references and make follow up calls to referees as directed by the HR Manager.
- Produce and issue interview schedules, as directed by the HR Manager, and individual interview timetables for all staff involved in the process.
- Prepare candidate welcome packs and candidate programmes.
- Make any necessary arrangements for candidates such as visitor parking, school tours and lunches.

# Human Resources Administrator

## Job Description and Person Specification

- Support interview arrangements on the day, greet candidates and photocopy ID and other documents and oversee any practical tests or assessments.
- Check and process Disclosure and Barring Service (DBS) applications.
- Support the HR Manager in the administration of new starter paperwork for the successful candidate.
- Ensure all new staff are issued with appropriate induction documentation.
- Ensure equality and diversity is recorded so that reports can be produced by HR Manager.
- Support the HR Manager in the recruitment of volunteers across the Academy and all associated recruitment checks.

### Employee Records

- Support the HR Manager and Headteacher's EAA in ensuring the 'Single Central Record of Staff' is kept up to date at all times and complies with statutory requirements.
- Ensure that all other employee records in the school's database are accurate and updated when required.
- Create and update employee files on SIMS and EPM
- Assist HR Manager with recording DBS information in accordance with the DBS Code of Practice
- Ensure staff absences are processed on the relevant management systems.

### Operational HR

- Answer and deal with day to day enquiries (both internal and external) in a timely and efficient manner.
- Deal with incoming email, post and other paperwork.
- Assist the HR Manager in the administration of new starters, leavers and variations to contract
- Ensure staff absence data is updated regularly and provide reports when needed
- Ensure all probationary periods are suitably diarised and that confirmation letters are produced once probationary reviews have been undertaken by line managers
- Support the preparation of documentation for internally promoted staff
- Organise checkpoint meetings with the HR Manager as part of new starter onboarding/ induction
- Arrange exit interviews with the HR Manager with all leavers
- Attend Employee Relations meetings (i.e. disciplinary, sickness management) to take minutes.
- Support the academy staff well-being initiatives and help manage and identify new staff benefit concepts
- Deal with enquiries and correspondence and draft responses and routine letters on behalf of the Academy.
- Assist with other HR projects where required.
- Raise invoice requisitions for agency staff.

### Payroll

- With the HR Manager, ensure that regular, consistent and timely information and instruction is given to the third party payroll administrator.
- Provide administrative support to the annual salary review process.

# Human Resources Administrator

## Job Description and Person Specification

### **Supporting the Performance Management Process**

- Support the HR Manager and the Strategic Leadership Group to manage and complete the Performance Appraisal System of The Academy, which includes using mail merges to produce staff outcome letters.
- Assist in the review job of descriptions and support leaders/managers to identify training needs as appropriate.

### **General Administrative Support**

- Provide general clerical and administrative support for the school, e.g. photocopying, filing, emailing, completion of standard forms, etc.
- Support updating and maintaining correct information regarding HR records on SIMS
- To support Academy events as part of a rota of non-teaching staff.

### **General duties**

#### **Managing People**

- Take part in the Performance Management process both as a member of non-teaching staff and a reviewer if applicable.

#### **Make a strong contribution to the day to day management of the Academy**

- Ensure that Health & Safety and Child Protection procedures are strictly adhered to in the areas you work in.
- Model the highest expectations and act as a strong presence around the Academy
- Act as a role model for staff and students through personal and professional conduct.

#### **Commitments**

All staff must be fully committed to:

- the highest possible expectations of all students;
- equity, diversity, inclusion and social justice;
- safeguarding and promoting the welfare of children;
- their own professional and personal development.

#### **EQUALITY AND DIVERSITY**

The Petchey Academy is committed to promoting equality for all students and employees. Every individual will be treated with courtesy and respect and his or her contribution to the learning process will be valued. All employees are expected to understand and promote equality and diversity in the course of their work.

#### **SAFEGUARDING CHILDREN**

The Petchey Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check.

A Section 128 check will be carried out on individuals applying for any role that retains or has been delegated any management responsibilities under the terms of a direction made by the Secretary of State for Education.

**Note: This job description will be reviewed annually.**

# Human Resources Administrator

## Job Description and Person Specification

### Qualifications

1. Educated to Degree Level or equivalent (D)
2. Maths and English to GCSE grade C or equivalent (E)
3. Recent and relevant professional development
4. Working towards, or an interest in studying for Level 3 CIPD qualification (D)
5. Safeguarding Training (E).

### Experience

6. A solution focussed approach to problems and issues
7. A minimum of 3 years experience of working within an office environment, preferably within a school setting
8. Experience in working with data systems, e.g. Sims (D)
9. Experience in handling sensitive data and upholding the principles of confidentiality.

### Knowledge and Skills

10. Possess excellent written and oral communication skills (E)
11. Excellent ICT skills (E)
12. Ability to communicate effectively, both orally and in writing with a range of audiences (E)
13. Proven administrative and organisational skills (E)

### Personal Qualities and Attributes

14. A commitment to the aims and values of community comprehensive education, the Academy's vision and ethos, as well as to the implementation of equal opportunities policy and practice
15. The ability to establish effective and appropriate relationships with students and staff.
16. Is flexible, able to work under pressure and meet deadlines (E)
17. Understands the importance of professionalism, confidentiality and integrity (E)
18. Is a strong role model for staff and students
19. Has a proven record of excellent attendance and punctuality (E).