

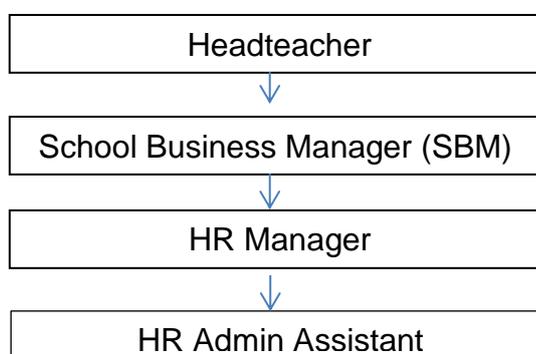
## JOB DESCRIPTION

<b>School:</b> Addington School	<b>Location:</b> Woodley, Reading, Berkshire
<b>Job Title:</b> HR Admin Assistant 37 hours per week, all year	<b>Grade / Salary Range:</b> 4 + SEN Allowance

### JOB PURPOSE

To provide HR admin support to enable a high quality operational HR support service for Addington School.

### DESIGNATION OF POST AND POSITION WITHIN THE SCHOOLS STAFFING STRUCTURE



### MAIN DUTIES AND RESPONSIBILITIES

- ❑ **Recruitment & New Starters**
  - Placement of adverts as directed
  - Administer the short list process – receiving, photocopying and distributing application forms
  - Support with checking applications for recruitment gaps and anomalies
  - Carry out reference checks
  - Arrange and administer interviews
  - Complete new starter packs for all new starters
  - Update Arbor with new starter details
  - Ensure necessary resources are in place for new starters
  - Support with first day health and safety inductions where required
  - Update the Single Central Register as required
  - Record and monitor the probation documentation for new staff
  - Update ICT Systems
- ❑ **Staff Leavers**
  - Acknowledge letters of resignation and support with the leaver admin process
  - Ensure that all resources are returned
  - Update relevant ICT Systems
- ❑ **Staff Sickness and appointments**
  - Record all sickness absence, unpaid leave and appointments on Arbor
  - Support with the organising sickness absence meetings for staff who have been absent on short term sick leave.

- Carry out continuous monitoring of levels of sickness absence to identify employees who are close to hitting sickness absence triggers
- Escalate unacceptable levels of sickness to HR Manager
- Ensure all staff submit self-certification forms following all short-term sickness absence and following up on outstanding forms.
- **Staff Annual Holiday Plan**
  - Administer and manage the staff holiday system for non-term time staff
- **Work Experience**
  - Respond to work experience requests
  - Negotiate with teachers to host work experience students
  - Complete relevant paperwork – References, Next of kin information
  - First day inductions
  - Complete college paperwork as required
- **HR Process and record keeping**
  - Ensure that all electronic HR records on Arbor are up-to-date
  - Ensure that HR documents are filed in personnel files
  - Archive leavers files
  - Ensure all electronic sickness records are up-to-date
  - Destroy recruitment records/applications in line with recruitment policy
  - Ensure that personnel files are kept secure
  - Production and maintenance of school organisation charts
- **HR Reporting**
  - This will include the preparation of reports on the following (but not limited to)
    - Staff absence/appointments
    - Staff retention/turnover
    - Recruitment patterns
    - Staff leaving reasons
    - Vacancies
- **Other**
  - Support with DBS checks and updates
  - Administer annual employee documentation checks
  - Ensure that documentation requests are completed, follow up as required

**Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post holder.**

#### **SCOPE OF JOB (Budgetary / Resource control, Impact)**

□ **N/A**

Version:	Final	Created by:	Amanda Cherry
HR Checked:	15.3.2023		
JE Date:	22.11.2022	JE Outcome:	Grade 4

## PERSON SPECIFICATION

<b>Job Title: HR Admin Assistant</b>
<b>Reports to (job title): HR Manager</b>

- \* E = Essential Criterion (required at point of recruitment)  
 D = Desirable Criterion (can be developed over time)

<b>KEY CRITERIA</b> * E / D?	
<b><u>Qualifications and Experience</u></b> GCSE Maths and English Previous experience of administration, general office practice Previous experience of an HR environment	E E D
<b><u>Knowledge</u></b> A basic understanding of HR legislation	D
<b><u>Skills and Abilities</u></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Good communication skills at all levels</li> <li><input type="checkbox"/> Outstanding organisation skills</li> <li><input type="checkbox"/> Clerical and administrative skills</li> <li><input type="checkbox"/> Good IT Skills – Outlook, Word, Excel</li> <li><input type="checkbox"/> Ability to self-manage work load, work to tight deadlines</li> <li><input type="checkbox"/> Ability to setup and maintain records and filing systems</li> <li><input type="checkbox"/> Ability to use initiative to solve problems</li> <li><input type="checkbox"/> Knowledge of Arbor would be an advantage</li> </ul>	E E E E E E D D
<b><u>Work-related Personal Qualities</u></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ability to work at all levels of the organisation</li> <li><input type="checkbox"/> Ability to deal sensitively and appropriately with confidential information</li> <li><input type="checkbox"/> Attention to detail</li> </ul>	E E E
<b><u>Other Work-related Requirements</u></b> <input type="checkbox"/>	