



JOB DESCRIPTION

Job Title: HR Administrator
Reports to: Senior HR Officer

Requirements:

The successful applicant will work with a team of HR professionals to provide general and HR administrative support to ensure that we are meeting statutory safeguarding requirements.

The successful applicant will be expected to undertake a variety of administrative duties both independently and under supervision. This is a great opportunity to work with and learn from a professional and diverse HR team.

Specific Responsibilities:

Recruitment

- Co-ordination of the application process, production of recruitment packs and online shortlisting process as required
- Liaise with staff regarding interview dates, timings and activities
- Invite candidates to interview by email detailing full instructions for the day and including car park and site maps
- Handle and forward on candidate enquiries
- Create detailed recruitment day schedules and get approval from those involved
- Book rooms, IT equipment and refreshments for recruitment days
- Create and print candidate schedules
- Liaise with prefects to book school tours
- Arrange hotel accommodation for shortlisted candidates as required
- Manage the candidate experience on recruitment days
- Administer candidate expenses claims and forward these to the Finance department
- Contact unsuccessful candidates regarding the outcome of their application/interview and arrange feedback
- Ensure recruitment event paperwork is filed and destroyed after 6 months

Staff Appointments

- Complete the variation checklist for all internal staff changes and associated checks required including prohibition checks, internal references etc.
- Produce staff and governor photo identity badges

Staff Development

- Administer the probation and PDR databases
- Issue reminders for managers for probation reviews and PDR's
- Pre-populate probation forms and PDR forms
- Issue completion of probation letters
- Manage the The National College training package; set up and issues details to new users; ensure mandatory training modules are completed by all new and current staff and review new modules released



Compliance

- Complete the relevant pre-employment checks for new starters in line with the new employee checklist to include DBS (Disclosure Barring Service) checks, overseas checks, written references, follow up telephone references, Home Office checks, identity checks, qualifications and prohibition checks (if required)
- Maintain the school's Single Central Register
- Process leavers in line with the 'Leavers Checklist'
- Regularly review the ISI and KCSIE guidance to ensure up to date knowledge and keeping abreast of regulatory changes
- Maintain the personnel database (CIPHR) with up-to-date staff information including current staff, new starters and leavers
- Ensure all statutory training is accurately recorded on CIPHR and the training matrix
- Record all staff's leaves of absence and annual leave

Other

- Participate in training and other learning activities as required; and in the Performance Appraisal and Development Review process
- Undertake other similar duties and activities that fall within the band and role; and any other duties as may be reasonably required by the Line Manager, the Bursar or the Head



PERSON SPECIFICATION

	Essential	Desirable
Education and Qualifications		
GCSEs in English & Maths	X	
Experience		
Experience in working in an administrative role in a medium sized or large organisation	X	
Experience in working in an educational environment		X
Experience of working in HR		X
Basic skills and competencies		
Excellent IT skills (incl. MS Outlook, Excel, Word, databases)	X	
Ability to communicate clearly – both verbally and in writing	X	
Excellent written English and comprehension skills	X	
Excellent data handling and analytical skills	X	
Ability to deal with differing situations whilst remaining calm and professional	X	
Ability to work on their own or as part of a team	X	
Ability to deal with a wide variety of tasks and with ever changing priorities	X	
Ability to interact with all members of the school community	X	
Ability to work under pressure	X	
Highly organised	X	
Personal Qualities		
Empathy and interest in young people	X	
Compliance with Data Protection legislation	X	
Maintains confidentiality at all times	X	
Ability to demonstrate tact, diplomacy and sensitivity	X	
Ability to prioritise effectively	X	
High attention to detail/accuracy	X	
Energetic, proactive, enthusiastic and willing	X	
Flexible (in tasks to be performed, hours of work, etc.) reliable & dependable	X	
Be interested in own professional development	X	
Smart and presentable appearance	X	



SALARY AND BENEFITS

Salary and Working Pattern

This position is permanent, 22.5 hours per week and is based on 34 term time weeks, plus 1 week. We are able to offer flexibility in terms of hours per day, days per week and working in school with flexible working from home. The full-time salary is Band 4, Point 19 which is £21,815 pa, the pro-rated salary is £10,135 pa.

The HR Administrator is expected to work during term time and work other days/weeks in the school holidays up to 35 weeks per year as agreed with their Line Manager in accordance with the needs of the school. Flexibility in working hours and pattern is required to meet the changing needs of the school.

Pension

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

Healthcare

Staff may benefit from a heavily subsidised private healthcare plan run by PPP. To join, a full time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

The school also offers a free flu jab to those staff who wish to take this up and this is administered on site during the school day by a nurse.

Lunch

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

Salary Sacrifice Schemes

Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space, but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.