

JOB DESCRIPTION

Post Title	HR Administrator
Salary Scale / Grade	Scale 4 SCP 7-11
Hours/Weeks Per Year	30 hours per week, 40 weeks per year
Reporting to	Office Manager (With matrix support from the One Trust Service People Team (Head of People Operations, and People Partner))

Purpose:

With the support of the One Trust Services (OTS) People Team, ensure efficient and effective HR provision for the school, by being the first point of contact for HR queries and undertaking associated administration, in particular the coordination and administration of staff absence, recruitment, contract arrangements, and payroll input.

The role requires a 7:15 start time, Monday – Friday to ensure the staff cover element of the role is completed prior to the school start time.

Key Accountabilities:

Staff absence Administration

- Ensure prompt administration and recording of staff planned absence information. This will include:
 - The processing of all planned absence request forms in accordance with identified processes
 - Diary management of school events and planning to avoid staff shortages
 - Prioritisation of requests, liaising with Senior team as required
- Recording and monitoring unplanned absences in accordance with HISP policy and School processes:
 - Manage staff unplanned absences, recording reasons for absence and anticipated return to school.
 - Support/facilitate communications between absent employees and the line manager in line with HISP policy ensuring accurate records are kept.
 - Coordinating the completion and recording of self certification forms.
 - Facilitating and recording return to work interviews with line managers as appropriate.
- To manage and coordinate arrangements for staff cover ensuring that classes and activities are covered by appropriately qualified staff in accordance with school processes.
 - Deploying internal Cover Supervisors effectively
 - Managing internal and external supply teachers
 - Record cover arrangements appropriately within the MIS system, liaising with line managers as appropriate
 - Liaise with supply agencies
 - Ensure all safeguarding checks are recorded for external supply agency staff
 - Authorise timesheets for internal and external supply staff. Liaising with the Finance Business as appropriate to keep within budget.
- Support the OTS People Partner by producing attendance management reports, data and

collating any associated documentation and information as required.

Recruitment Activities

- Coordinate the organisation and administration of all aspects of the recruitment process, in accordance with the Safe Recruitment Policy. Including (but not limited to):
 - Creation of job documents, adverts and associated items in liaison with the line manager.
 - Placing adverts and managing recruitment enquiries
 - Supporting candidate shortlisting
 - Facilitation of Interviews:
 - Preparation of questions, selection tasks and schedules with selection panel
 - Interview facilitation and logistics
 - Creation of interview packs
 - Pre – Interview candidate communication and checks
 - Post application, interview follow up for non-successful candidates
 - Efficient and accurate record keeping.

Contract and Payroll Administration

- Maintain up to date and accurate employee records (electronic and manual), adhering to record templates. This will include the setup of files for new employees and volunteers, filing of documentation, and organisation, retention and destruction of files for leavers.
- Coordinate the prompt production and distribution of staff employment correspondence; offers of appointment, contracts, contractual variations and leaver confirmation.
- Act as the reference point for Payroll services ensuring the prompt preparation and processing of monthly payroll including new starters, contractual variations, overtime, expenses, and termination of employment, in liaison with the OTS People Operations and Payroll team.
- To undertake all administration, and support the facilitation of line manager conversations in relation to family friendly leave, including Maternity, Paternity, Adoption, and Shared Parental Leave under the direction of the OTS People Team
- Support the Finance Business Partner in ensuring monthly payroll preview reports are accurate, identifying and reporting any concerns to the OTS Payroll Team for remedial action;
- Ensuring the timely and accurate recording of all 'personal' absence are recorded on the Trust payroll system.
- Ensuring staff records are created and maintained accurately on the school MIS system (Arbor)

Other Staff related activities

- Respond to day to day HR queries, referring more complex queries to either the OTS People Partner or People Operations Team.
- Facilitate staff induction, liaising with the new employee, line manager and Senior team as appropriate; tracking and recording the probation process
- Responsible for the maintenance of Smartlog (training and compliance platform) to ensure staff have completed required training, running reports for line managers and senior team members to ensure compliance.
- Working with the Senior Team and OTS People team, support and facilitate staff events including (but not limited to) wellbeing activities.
- Administration of the Schools Single Central Record (SCR), to include the DBS checking, ensuring required documentation is obtained, applications are progressed and completed,

with follow up and liaison with Designated Safeguarding Lead (DSL), Senior Leaders/Line Managers as required.

- Liaise with the DSL, Senior Team and line manager to maintain the necessary safeguarding information for visitors and volunteers accessing the school site, whose details need to be recorded on the SCR.
- Support the DSL / Senior team with administrative support in relation to safeguarding in the form of staff training records, maintenance of the training calendar/schedule, booking required training sessions and recording certification as required.
- To support the Inspiring Future Teachers Hub Lead with accurate administration for trainee teachers accessing the school site.

Other Responsibilities:

- To follow and support the school's policies reflecting the Trust's commitment to high achievement and effective teaching and learning.
- To contribute to the maintenance of the school's ethos by expecting high standards from all of the students in both lessons and social times and modelling these high standards personally.
- To ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy.
- To promote and safeguard the welfare of students and young people you may come into contact with.
- To undertake any other reasonable tasks as directed by the Headteacher, or the One Trust Services People Team

Review:

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

PERSON SPECIFICATION

	Essential	Desirable	How Tested A – Application I – Interview T - Test
QUALIFICATIONS AND TRAINING			
GCSEs at 4 / C or above in English and Mathematics or equivalent	✓		A
NVQ level 3 or equivalent		✓	A
Relevant CIPD qualification or working towards		✓	A, I
EXPERIENCE			
A range of experience of working in an office environment dealing with HR functions	✓		A, I
Day to day working experience and skill with Google Docs, Google Mail, Google Sheets and database systems	✓		A, I
Record keeping and administrative experience	✓		A, I
Experience of Arbor		✓	A, I
Experience of working in an educational setting		✓	A, I
Relevant personal and professional development		✓	A, I
KNOWLEDGE AND UNDERSTANDING			
Good working knowledge of legislation and pay and conditions for both teaching and support staff		✓	A, I
Understanding and experience of the main safeguarding principles		✓	A, I
SKILLS AND ABILITIES			
Meticulous attention to detail and a systematic approach to work to achieve a high level of accuracy	✓		A, I
Excellent interpersonal, verbal and written communication skills and ability to compose clear and concise correspondence and documentation	✓		A, I
Good level of competence in ICT, particularly Google software	✓		A
Ability to self-manage, work flexibly and under own initiative to prioritise, coordinate and organise work under pressure	✓		A, I
Conscientious and positive disposition with the ability to remain impartial and objective in all matters	✓		A, I
Work constructively as part of a team, understanding team roles and responsibilities and your own position within these	✓		A, I
PERSONAL QUALITIES AND ATTITUDES			
Be a person of integrity and maintain high quality, professional relationships with all, acting as role model to students	✓		I
Ability to be discreet and professional at all times, ensuring confidentiality is upheld	✓		I
Calm, approachable, resolution-focussed disposition	✓		I
Willingness to participate in further training and developmental opportunities to further knowledge	✓		I