



## **St George's Academy**

**“Aiming high to achieve excellence for all”**

### **HR Assistant Administrator Job Description**

<b>Salary:</b>	NJC Scale 3
<b>Hours:</b>	Up to 37 hours per week
<b>Contract type:</b>	Up to 52 working weeks per year
<b>Responsible to:</b>	HR Manager or other designated person

#### **PURPOSE OF JOB**

- To assist the HR Manager in providing effective administrative support for specific aspects of HR for the Academy.

#### **MAIN RESPONSIBILITIES, TASKS AND DUTIES**

All responsibilities, tasks and duties to be carried out in line with Academy guidelines and policies

Duties will include but will not be limited to:

##### **Recruitment Administration**

- To assist with the administration of general recruitment tasks such as preparing interview packs for the interview panel and making associated arrangements for interviews such as booking rooms, arranging refreshments and providing a meet and greet contact for candidates.
- To assist with the running of interviews as required. This may include escorting candidates and / or supervising tasks.
- Supporting with the administration of the Academy's new starter process. This will include taking a lead role in requesting and verifying references.
- Ensuring all new staff are enrolled on essential safeguarding training.
- Assisting with the administration of the Academy probationary period process. This will involve monitoring and recording the return of completed probationary meeting records, liaising with line managers to follow up on any missing probation documents and in conjunction with the Principal and HR Manager ensuring that confirmation letters are produced once final probationary reviews have been undertaken.
- Ensuring equality and diversity data is recorded so that reports can be produced by the HR Manager.

##### **HR Administration**

- Assisting with the creation, maintenance and archiving of all HR files (electronic and paper) in compliance with GDPR requirements, ensuring all files are up to date and complete in accordance with safer recruitment procedures.

- To assist with the updating and maintaining of relevant electronic systems with all new starters, leavers and with all personnel related details.
- To assist with the archiving of leaver files.
- To assist with preparing and responding to reference requests for existing staff members.
- Supporting the HR Manager in the preparation of documentation and arrangements for holding employee relation meetings where required.
- Attending Employee Relations meetings (i.e. disciplinary, sickness management etc) to take minutes where required.
- Supporting the Payroll & HR Administrator on an ad hoc basis in processing, updating and maintaining accurate staff absence records including but not limited to sickness absence and special leave.
- To carry out other duties and responsibilities as agreed with the HR Manager to support the delivery of an effective and efficient HR Service.

### **Payroll Administration**

- Assisting the HR Manager / Payroll & HR Administrator providing general administrative support to the Academy payroll processes as required and on an as needs basis. This may include assisting the Payroll & HR Administrator to:
  - Process the monthly staff claims on Access for submission
- Assisting the HR Manager / Payroll & HR Administrator providing administrative support to the Academy payroll processes as required and on an as needs basis. This may include assisting the Payroll & HR Administrator to:
  - Calculate and pay salaries in accordance with conditions of service and compliance with statutory and administrative regulations affecting pay within agreed payroll deadlines.
- Deputising for the Payroll & HR Administrator on an ad hoc and as needs basis only. Full procedural training will be provided and may include (but not but be limited to):
  - Administration of the Access HR/Payroll system
  - Processing of monthly staff claims on Access for submission
  - Preparation and inputting payroll data.
  - Calculating pay variations: back pay, maternity pay, statutory sick pay, unpaid leave etc.
  - Supporting the Academy's external Payroll provider in the administration of statutory and contractual sickness, maternity and paternity pay, and parental leave schemes where required.
  - Administration of pension contributions.
  - Responding to external requests for salary information re individual employees.

### **General**

- To carry out telephone and messenger duties.
- To provide administrative support, including filing, word processing and reprographics work and data input.
- To collect, open, distribute incoming mail, record and send outgoing mail.
- To take a lead role in ensuring that all filing is completed in a timely manner in order to ensure that all employee / payroll records remain up to date and accurate at all times.

- To assist with the administration of other HR matters / enquiries within the Academy on an ad hoc basis e.g. maintaining and updated staff car details held, data sheet monitoring and recording.
- To participate in training and other learning activities and performance development as required.
- To carry out other duties and responsibilities as agreed with the HR Manager to support the delivery of an effective and efficient HR and Payroll Service.

## **GENERAL**

- To be responsible for personal continued professional development and take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- To adhere to Health and Safety Regulations
- To keep confidential any issues related to St George's Academy which are deemed confidential
- To participate in appropriate meetings
- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- To make a positive contribution to the wider life and ethos of the school
- To uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- To have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- To support equal opportunities and promote anti-discriminatory practice
- To work flexibly, including travel, as required, to meet the needs of the role

It is important to recognise that any job description outlines only the minimum expectations of the post-holder and should not constrain any colleague wishing to take on additional responsibilities and activities that could positively affect their own, their team's or the school's development and improvement. All members of staff must be prepared to work flexibly, undertaking aspects of colleagues' work of a similar or lower level of complexity, in order to ensure:

- **Cover of the school's needs throughout the day**
- **Appropriate cover for colleagues when absent for any reason**

All Academy staff have a responsibility to safeguard and promote the welfare of children and young people within the Academy. This includes helping to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

All Academy Staff are expected to make themselves familiar of the Academy Policies and Procedures and to adhere to these. These can all be found on the Academy X Drive.

This job description may be amended from time to time in discussion with the post holder.

### Job Description Agreement

<b>Employee Name:</b>	
<b>Job Title:</b>	
<b>I declare that I have read and understood the Job Description and Person Specification for the role and have sought clarification of any points where required.</b>	
<b>Signature:</b>	
<b>Date:</b>	

## **PERSON SPECIFICATION**

### **HR Assistant Administrator**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
<b>1. EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of providing Administrative support in a busy office environment</li> <li>• Previous experience of working in a customer focused environment</li> <li>• Experience of working successfully and co-operating as a member of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an educational setting</li> <li>• Experience of working in a HR / Recruitment administration role</li> </ul>	Application form  Application/interview  Application/interview
<b>2. KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Good working knowledge of Microsoft Office, in particular MS Word, Excel, Outlook</li> <li>• Knowledge of relevant policies/codes of practice and general awareness of relevant legislation including data protection and security</li> <li>• Understand the importance of safeguarding and safer recruitment within a school environment</li> <li>• Understanding of filing, storage and archive systems</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of current employment legislation issues.</li> <li>• Knowledge of a computerised pay system</li> </ul>	Application/interview  Application/interview  Interview  Interview
<b>3. SKILLS AND APTITUDES</b>	<ul style="list-style-type: none"> <li>• Excellent telephone manner and customer service skills</li> <li>• Have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances</li> <li>• Able to manage own workload.</li> <li>• Excellent communication skills, both verbal and written.</li> <li>• Good interpersonal skills with the ability to relate to all levels of staff</li> <li>• Flexible with effective time management skills</li> <li>• Ability to set up and develop administrative systems, for checking, monitoring and reporting.</li> </ul>	<ul style="list-style-type: none"> <li>• Intermediate level of competency in excel</li> <li>• Experience using the software Bromcom</li> <li>• Experience of using electronic HR systems</li> </ul>	Interview  Interview  Interview  Interview  Interview

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
<b>4. QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE (Grade 4 or above) level or equivalent in Maths and English</li> <li>• NVQ Level 2 in Business Administration or equivalent qualification in related area or equivalent experience</li> <li>• Good standard of written and spoken English</li> <li>• Evidence of continuing professional development</li> </ul>		Application  Application  Application/Interview Application/interview
<b>5. ATTITUDE AND MOTIVATION</b>	<ul style="list-style-type: none"> <li>• Calm and patient when dealing with others</li> <li>• Demonstrates accountability and ownership for own work duties and activities and carries them out with accuracy and integrity</li> <li>• An ability to work within a team environment and be supportive of the overall team effort</li> <li>• Demonstrates a 'can do' approach, self-motivation, ability to prioritise work and the ability to work autonomously</li> <li>• Ability to travel to work across the Academy's two campus sites</li> </ul>		Interview Interview  Interview  Interview  Application/interview