

Job Description:	Support Staff
Role:	HR Administrator
Salary/Grade:	Band 6 SCP 7 - 11
Introduction & Prime Objectives of the Post:	
<p>Under the guidance of the School Business Lead/HR Manager, provide a high level of human resources support across both the south and west site.</p> <p>This role involves engaging with pupils in regulated activity relevant to children.</p>	
Key Duties & Responsibilities:	
<ul style="list-style-type: none"> • Processing new starters and leavers and contract changes on all HR systems, including setting up personnel files and ensuring all new starter pre-employment checks are complete and compliant. • Deal with HR correspondence, administration, and data in line with Human Resources procedures, always ensuring confidentiality. • Provide support and advice where appropriate in all areas of staff absence (short and long term). Monitor absence levels, identify issues and concerns following the Sickness Absence Policy. • Set up and complete the paperwork for absence stage meetings • Daily monitoring and management of the Human Resources email inbox ensuring timely response to all internal and external queries. • Deal with phone and face to face queries efficiently and confidentially • Complete administration duties such as filing and archiving • Support the School to ensure annual declarations are completed timely and in line with GDPR regulations • Support the set-up of e-learning ensuring staff can access the platform and complete mandatory training. Ensure that staff records are up to date with completed training and tracking when refresher training is due. • Support with recruitment and onboarding ensuring a positive candidate experience and follow safer recruitment procedures in line with Keeping Children Safe in Education. • Support with the induction process of new staff. • Note taking in meetings when required. • Responsible for updating and archiving personnel files ensuring compliance with GDPR guidelines • Support with the maintenance of HR systems (SAM People, Arbor, DBS checks) • Monitor and track that all staff have read and signed all mandatory policies 	
Effort Demands:	
<ul style="list-style-type: none"> • Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary. • Will contribute to the overall ethos/work/aims of the school. • Will appreciate and support the role of other professionals. • Make decisions using initiative within established working practices and procedures. 	

Environmental Demands/Working Conditions:

- Will have long periods of sitting
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may be subjected to antisocial behaviour from pupils directly or members of the public/parents/site users, including aggressive and anti-social behaviour. You are expected to follow the schools policy and procedures for behaviour management, and any specialist training when dealing with incidents.
- The post holder is expected to be an exemplar of good attendance for pupils. This is important for both the consistency to very vulnerable pupils and to role model for pupils' achievements possible when people have good attendance in work and school.
- To ensure their professional practice meets the requirements of the Equalities Act at all times.
- All staff are expected to contribute to and adhere to the policies and procedures for the school. Particularly staff must regularly familiarise themselves with and follow; policies and procedures for health and safety, including ensuring the health and safety needs of themselves and others through dynamic risk assessments
- Safeguarding including child protection, Keeping Children Safe in Education and PREVENT
- E-safety and the use of social media in order to protect the pupils and the school.
- The use of phones, photographs and videos are prohibited
- Behaviour (including anti bullying) policy and principles
- Policies and procedure linked to the Equalities Act
- Manual handling.
- Report all concerns to an appropriate person.

Other Considerations:

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's Designated Safeguarding Lead or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.



- This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks. Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Headteacher/Line Manager.
- This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment
- This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Special Conditions of Service: No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS with child barred list check is required).

Intermediate Threshold Fluency Duty Required: In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

Date: March 2025

PERSONNEL SPECIFICATION:

		Essential/ Desirable	How Identified
Qualifications/ Training	<ul style="list-style-type: none"> GCSE English and Maths at grade C or equivalent. Relevant NVQ 2 or equivalent qualification or experience NVQ level 2 Business and Administration 	E D D	AF, Selection process and interview
Experience	<ul style="list-style-type: none"> Clerical, Administrative, HR Work within a school setting Experience of working in a team situation Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level. Experience of working in a school supporting pupils with additional educational needs, special educational needs or other relevant experience. 	D E E D	AF, Selection process and Interview
Knowledge, Skills & Ability	<ul style="list-style-type: none"> Effective use of ICT packages. Good literacy / numeracy skills. Ability to use relevant technology. Ability to use ICT effectively. Ability to use relevant equipment / resources In line with the Immigration Act 2016, you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level An understanding of the needs of a multicultural society. Understanding of relevant polices/codes of practice and awareness of relevant legislation. Understanding of HR systems An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs. 	E E E E E E E E E E E D D	AF and Interview



	<ul style="list-style-type: none">• In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an intermediate threshold Level.• Will not require holiday leave during term time.	E E	
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