

## Inspiring Futures Through Learning Role

Role Title: **HR Administrator Exeter a learning community**

Accountable to: **Headteacher**

Band: **Grade G, Point 8 (£22,777 Full time equivalent)**

Position: Permanent, Part time 20 hours per week, 42 weeks per year (this comprises of 39 term time weeks including 5 inset/training days plus 3 additional weeks worked within the school holidays)

To provide accurate and timely support to the Senior Leadership Team of the school and IFtL HR Manager in relation to HR matters. The HR Administrator will be responsible for the administration of the recruitment, induction, probation and absence processes. The HR Administrator will be responsible for recording and monitoring staff absence and be the first point of contact in the school for HR queries, delivering a comprehensive HR support to the School under the direction of the Headteacher, the IFtL HR Manager or other designated person.

Previous HR administration experience is valued as is an understanding of the intricacies of administration processes and high-quality organisational, including use of Microsoft office tools.

As part of the Professional Services team in the school, your role is critical in the support of our vision and in ensuring that children and adults alike learn together and inspire the futures of us all.

### **Purpose of job**

To deliver comprehensive HR administration and support services to the school. To support and assist SLT admin needs.

### **Key Objectives**

- To ensure the high quality administration of a comprehensive HR service across the school providing professional and confidential HR support, advice and administrative support including recruitment, maintaining employee files and other HR related administrative activities including some relating to payroll
- Manage the administration of the school HR procedures, in line with IFtL policies and procedures.
- Work collaboratively with Trust HR and EPM, the external HR advisors to IFtL

## **Key Responsibilities**

### **Recruitment and employee file administration**

- Responsibility for end to end recruitment, ensuring safer recruitment processes guidelines are followed as a priority
- Be mindful of diversity and inclusions and employment law in relation to discrimination (including positive discrimination) in all recruitment and day to day HR activities
- Ensure that the Single Central Record is maintained to a high standard in line with statutory requirement
- Maintain employee HR files according to data retention and protection guidelines
- Ensure all paperwork is complete and returned for all pre-employment checks, and that files are complete, and all legal checks satisfactorily completed, prior to commencement of employment
- Coordinate new staff induction process ensuring a complete and thorough induction & probation process for new staff

### **Absence**

- Monitor and report on sickness absence levels across the school, entering onto the MIS (Bromcom) and EPM in accordance with IFtL policies and procedures
- Support the Headteacher with the administration of absence management process including reporting
- Seek advice from EPM and / or IFtL HR Manager on absence issues as part of ensuring monitoring and effective management of cases
- Provide the necessary support for employees including occupational health referrals, and return to work meetings

### **General**

- Maintain an up to date awareness of changes in Employment Law and legislative changes that impact on the role
- Maintain staff records on the MIS (Bromcom) system, hard copy and electronic staff files
- Assist with the administration of performance management processes including producing any letters confirming pay changes
- Provide administrative support regarding employee relations including taking minutes at hearings
- Support with the collation of data as requested by Senior Leaders and the Trust in relation to HR as and when required
- Handling and reporting highly confidential materials and information to Headteacher or other designated person
- Produce accurate employee reports for submission to external agencies when required including the annual workforce census
- Take ownership for the resolution of day to day enquiries received involving others, internal and external to the organisation, as appropriate
- Identify any improvements that will allow us to undertake administration in a more efficient and timely fashion in the future.

- Have an awareness and understanding of Trust policies and procedures relevant to the HR role
- Undertake typing and word-processing and other IT based tasks using relevant equipment/ICT packages e.g. WORD, EXCEL, databases, spreadsheets etc.)
- Provide administrative support which may include photocopying, filing, emailing, reprographics work and word processing. Completion of standard forms and respond to routine correspondence
- Work collaboratively with EPM, the external HR advisors to IFtL

### **Work Profile**

- Be aware of and comply with policies and procedures relating to Safeguarding, health & safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required
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- Contribute to the overall ethos/work/aims of the school and Trust
- Attend relevant meetings
- To maintain confidentiality
- To report to line manager, or other appropriate person, in the event of awareness of bad practice.
- To take an active and positive role in the Trust's commitment to the development of staff, and their annual review procedures.

### **Generic Responsibilities of all Trust Employees**

- To exemplify and uphold the Trust's vision, values and ethos at all times particularly with regards to children's wellbeing and emotional development.
- To follow Trust policies
- To work in a co-operative and polite manner with all stakeholders.
- To follow the child protection procedures and ensure that children's safety and wellbeing is never compromised
- To be polite, cooperative, and positive when communicating to other staff.
- To take an active and positive role in the Trust's commitment to the development of staff, and their annual review procedures.
- To work with schools in such a way that it enhances the reputation of the school and the Trust.
- To seek to improve the quality of the Trust's service.
- To present oneself in a professional way that is consistent with the values and expectations of the Trust.

*Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.*

## **Other information**

Inspiring Futures Through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow the Trust's safeguarding policies and procedures and to behave appropriately towards children at all times, both in work and in their personal lives.

**All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.**

## Person Specification

Skills and Knowledge		Level		Assess by;	
<u>Attainable</u> : Successful applicants will be expected to obtain the denoted qualifications within an agreed period of time				<b>A</b> Application <b>I</b> Interview <b>T</b> Testing <b>R</b> Reference	
Desirable: Applications will be preferred from candidates with the denoted qualifications					
Essential: Applicants without the denoted qualifications or experience will not be considered for this role					
Qualifications	Maths and English GCSE	X			<b>A</b>
Skills / Experience	HR / Recruitment administration		X		<b>A</b>
	Demonstrable experience / understanding of requirements for high quality administration provision	X			<b>A, I, T</b>
	Previous experience of working within the education sector		X		<b>A, I, R</b>
	Use of Microsoft Office (Word, Outlook, Excel,	X			<b>I</b>
Competencies		Level		Assess by;	
<u>Awareness</u> : Demonstrable aptitude and ability to develop in the particular work area				<b>A</b> Application <b>I</b> Interview <b>T</b> Testing <b>R</b> Reference	
<u>Significant</u> : Clear competence in the work element sufficient for all role requirements					
<u>Extensive</u> : Sufficient expertise in the work element to lead and mentor others, and influence policy and practice					
Planning and organising work	Appreciation of reporting deadlines and shifting priorities within the academic year.		X		<b>I, R</b>
Planning capacity and Resources	Ability to assess needs and prioritise in line with knowledge of school / Trust requirements and deadlines		X		<b>I</b>
Influencing and interpersonal skills	Supporting in the management of external partners to ensure best value / performance received.		X		<b>I, R</b>
	Influencing skills with colleagues, governors and others in relation to meeting deadlines and ensuring smooth processes.		X		<b>I</b>
Using initiative	Awareness of potential for improvement and development in all non-teaching areas of the school. Initiating and driving through change in partnership with HR Co-Ordinator and Trust.		X		<b>I</b>
Working independently	Dealing autonomously with most administrative problems but keeping others appropriately apprised of all major issues.		X		<b>I, R</b>
Managing people	Proactive member of a team ensuring responsibilities of that team are fulfilled in their entirety.		X		<b>I</b>
Managing resources	Management of own resources issued		X		<b>I</b>
Managing risk	Awareness of safeguarding and child protection guidelines. General health and safety throughout the school.		X		<b>I</b>
Managing oneself	Awareness of personal development opportunities and consistent attendance of mandatory training		X		<b>I</b>