

KESTEVEN AND GRANTHAM GIRLS' SCHOOL

JOB DESCRIPTION	
REPORTS TO	Headteacher and School Business Manager
JOB TITLE	HR Administrator
GRADE	G6.15 – G6.18
	<p>PURPOSE OF JOB</p> <p>To be responsible for the provision of an effective HR Service including assisting in recruitment, DBS, issuing of contracts, staff letters, payroll accuracy and associated personnel tasks.</p> <p>To maintain and update the single central record (SCR) always showing a clear audit trail to ensure all necessary statutory requirements are met.</p>
	<p>MAIN RESPONSIBILITIES, TASKS AND DUTIES</p> <p>1 Manage and maintain personnel records in either hardcopy or electronic format, ensuring accuracy and security of information. Manage all relevant paperwork for all staff regarding HR/payroll for appointments, contractual changes, resignations, retirements, change of name/address, bank account details. Oversee pay, reward & job evaluation. Submit all paperwork following all staff changes ensure contracts are returned, signed by the Chair of Governors, member of staff and headteacher</p> <p>2 Participating in the recruitment processes for Teaching and Support Staff, manage safeguarding and right to work in the UK: advising on pay scales; issuing contracts and the transference of information into confidential personnel files.</p> <p>3 Compliance with the Data Protection Act, GDPR and other legislation to ensure confidentiality of records and information is maintained in accordance with statutory audit requirements.</p> <p>4 Supply confirmation of pay details to third parties (e.g. mortgage references, DWP and Office for National Statistics). Review and develop HR processes in conjunction with the school's HR provider and Headteacher.</p> <p>5 To be the first point of contact for all HR related issues. Provide confidential advice to both Teaching and Support Staff on a broad range of HR related queries including maternity/paternity/Shared Parental leave entitlement, pensions' entitlement etc. Liaise with the school's external HR/Payroll providers.</p> <p>6 Ensure temporary contracts are extended or terminated in a timely manner.</p> <p>7 Manage the process and arrange payment of childcare vouchers.</p> <p>8 Prepare and issue annual salary statements</p> <p>9 Oversee sickness and absence authorisation forms. Administration of all sickness and paid and unpaid absences. Ensure payroll providers are informed. Track and monitor staff absences and provide the headteacher and governors with reports as appropriate. Maintain holiday recording system.</p> <p>10 To be responsible for collating/submitting school workforce census.</p> <p>11 Ensure that all payroll instructions are prepared and logged in time for the monthly payroll run and submitted to payroll provider, for example; contractual variations, new starters, leavers,</p>

	contractual benefits and staff benefits. Check and download the monthly payroll. Ensure effective communication with payroll provider regarding any issues found.
12	Working with the assistant headteacher for staff development and assist with the implementation and co-ordination of the school's performance/appraisal arrangements for teaching staff.
13	Following teaching staff appraisals issue letter to successful teachers who have met the criteria to proceed up through the pay scale and arrange for salary and contract to be amended accordingly.
14	Ensure correct data is kept for inspection by the auditor.
15	Administration in relation to Job Descriptions for all staff ensuring these are reviewed and updated as required.
16	Manage and update the Schools Single Central Record and ensure this is fully prepared to meet the statutory requirements including Ofsted. Ensure that the school meets all its legislation in relation to staff, volunteers, visitors, contractors, etc.; ensuring that all necessary safeguarding checks are carried out and recorded in the Schools Single Central Record.
17	Ensure All Duke of Edinburgh Volunteers have undergone a DBS check.
18	Co-ordinate and administer all DBS checks required within school.
19	Foreign Language Assistants - liaise with Head of Faculty ensuring correct documentation is completed and liaise with The British Council. Ensure all documentation received to ensure eligibility to work in the UK and have Police/Health clearance from their Homeland. Also carry out UK checks and assist in applying for National Insurance Number. Liaise with UK Border Force Agency in confirming entry to the UK
20	Co-ordinate all other necessary DBS checks required within school
21	Management of both Teaching and Support Staff Pension, submitting documentation regarding missing years, opting in and out and re-employment. Ensure the School meets its legal requirements with regard to Auto Enrolment.
22	On behalf of the governing body ensure and maintain a Register of Business Interests and Conflicts and ensure this is updated annually.
23	To ensure all Teaching/Teaching Assistants are not on the Disqualification by Association Register or Barred List.
	<p>MANAGEMENT OF PEOPLE None</p> <p>SUPERVISION OF PEOPLE None</p>
	<p>CREATIVITY AND INNOVATION The postholder will work within policies and procedures governing the school, creativity and innovation is required, for example identifying cost effective methods, making best possible use of resources.</p>
	CONTACTS AND RELATIONSHIPS

	<p>Daily contact with the Headteacher, Senior Leadership Team, teachers, staff and students at the school.</p> <p>Maintain relationship with HR/payroll providers and various outside agencies.</p> <p>To be the first point of contact for all HR related issues.</p>
	DECISIONS
	<p>a) Discretion Work will be carried out within a range of broad objectives but with difficult matters being referred to others.</p>
	<p>b) Consequences Decisions/quality of work may have a significant impact on the school and its reputation, its employees and the safety and well-being of pupils.</p>
	RESOURCES
	The postholder has responsibility for all staff personnel records, payroll, staff performance management/appraisal documentation and Schools Single Central Record.
	WORK ENVIRONMENT
	<p>a) Work Demands This role will be subject to many conflicting priorities.</p>
	<p>b) Physical Demands Office work. The post involves spending long periods of time sitting at a computer</p>
	<p>c) Working Conditions Work is carried out in a well-lit/ventilated environment.</p>
	<p>d) Work Context Some contact with parent/carers and children on non-contentious matters. Daily contact with the School business manager/Chief Finance Officer, Headteacher employees of the school and other outside bodies which are generally non contentious.</p>
	KNOWLEDGE AND SKILLS
	<p>Computer literate Ability to plan and organise Ability to work on own initiative Work under instruction/pressure/moving demands/prioritising Awareness of the Child Safeguarding procedures Awareness of current HR legislation and best practice Willingness to undertake training to ensure that knowledge is current and up to date.</p>
	GENERAL
	Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the school.
	Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

	Equal Opportunities - The postholder is required to carry out the duties in accordance with School Equal Opportunities policies.
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All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.	

	NAME	SIGNATURE	DATE
Job description written by: (Manager)			
Job Description agreed by: (Postholder)			