

**JOB DESCRIPTION**

**Job Title: HR Administrator**

**Line Manager: Head of HR**

**Hours of Work: 36 hours per week Mon-Fri x 44.2 weeks**

The postholder will be expected to:

**Main Duties and responsibilities:**

* To support the Head of HR with the running of the HR department, duties will include:
  + Advertising vacant roles, on the school website, and with external agents, (TES, Teaching Vacancies, Eteach)
  + Applying for references for short listed candidates, and chase up as necessary
  + Meet short listed candidates, and collect documents for DBS checks
  + Be involved with interviews for some associate staff
  + Set up staff files for newly appointed staff
  + Add new staff details to SIMs
  + Upload new staff documents to SIMs
  + Upload new staff details to the Disclosure site for the DBS check, and chase as necessary
  + Print DBS clearance information & add document details to SIMs
  + Upload new staff details to the OH site
  + Print OH clearance information
  + Maintain contact with newly appointed staff following their appointment
  + Assist during interview process, and carry out tours of the school as appropriate
  + Arrange the Induction Day for new staff, and complete the Induction Process for New Staff, and Student Teachers
  + Associated filing of documents in staff files
  + Complete monthly absence return
  + Maintain DBS status for staff, completing status checks periodically for staff registered on Update Service, and ensuring that for staff not registered with the Update Service, DBS clearance is maintained as in the Working Protocols Policy, (renewed every 3 years)
  + Email relevant staff for documentation to complete new DBS check, and maintain contact with staff to ensure they complete the DBS invite
  + Maintain contact with Clerk to Governing Body, in relation to DBS checks for Governors
  + Be responsible for uploading of NQTs data, via the Redbridge NQT Manager portal and liaising with NQT Coordinator in relation to this
  + Be the point of contact for staff as necessary when Head of HR not available
  + Take minutes at meetings as required
  + Carry out any relevant duty under the HR umbrella
* Provide a professional, comprehensive and effective support service to the school spilt between HR and admin (with priority given to the HR role)
* Carry out all administrative duties in a timely and efficient manner ensuring deadlines are met in order to maintain the efficient running of the HR/administrative functions of the school
* Provide cover for the other office Administrative staff – understand and be able to operate their systems effectively as and when required in their absence
* Help keep children safe during day-to-day activities including responding to emergencies and know how-to set-in motion the school’s safety, safeguarding and welfare policies and procedures
* Conduct his/herself in a professional manner at all times; maintaining discretion, tact, diplomacy and confidentiality
* Be flexible in his/her approach to duties and also be reliable and accurate
* Support the administration of Human Resources tasks as directed by Line Manager
* Use Microsoft Office to produce documents, reports, spreadsheets and presentations.
* Undertake a range of administrative duties as directed by Line Manager
* Provide administrative support throughout the school, as directed by Line Manager
* Cover for absent members of administrative staff in all areas of the school, including Student and Main Reception, as required
* Note and comply with all school policies and procedures, reporting all concerns to the appropriate person
* Adhere to GDPR guidelines
* Carry out other duties as required which are commensurate with the grade of the post and as requested by the Line Manager
* Ensure all personal data is handled and stored confidentially
* Handle difficult situations and issues with sensitivity and calm, ensuring you are aware of safeguarding student, data protection issues, and the need for strict confidentiality at all times.
* The post is subject to interruptions according to the demands of the school and the postholder should be aware that tasks may need to be re-scheduled
* To be a trained First Aider
* Undertake compulsory training applicable to the role as directed by the school.
* To review and develop your own professional practice, including taking part in annual performance review
* Any such other reasonable task that the Line Manager may reasonably request

**SAFEGUARDING**

* To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with Mayfield’s Safeguarding/Child Protection policies
* To undertake compulsory Child Protection/PREVENT Training as directed by the school

Whilst every effort has been made to cover the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date below, but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the role and the grade.

**The duties of the post may be varied from time to time, in a manner that is compatible with the post held, at the discretion of the Line Manager/Headteacher.**

Name: …………………………………….. Date: ……………………….

**The duties and responsibilities in this job description are not exhaustive and may be varied from time to time, in a manner that is compatible with the post held, at the discretion of the Headteacher.**

**PERSON SPECIFICATION**

**PROFESSIONAL CHARACTERISTICS**

The postholder will be required to show a commitment to the school’s aim of success for all by providing a high standard of service to staff, parents/carers, students, governors and visitors.

The postholder will:

* Have relevant administration experience in an office environment.
* Have excellent literacy, numeracy and IT skills (using Microsoft Office)
* Have a high standard of written and spoken English
* Have a positive attitude and good sense of humour
* Have a good attendance and punctuality record
* Have honesty, integrity and reliability
* Have excellent communication skills when dealing with staff, students, parents and visitors
* Be able to prioritise their workload
* Have a flexible and helpful attitude with the ability to multi-task
* Have the ability to empathise and communicate with a diverse range of individuals.
* Be well organised, adaptable and methodical, with the ability to meet deadlines and competing demands for work.
* Have the ability to work effectively as a member of a team
* Maintain confidentiality at all times
* Be highly motivated
* Act as an adult role model for students
* Have the ability and resilience to adapt to sudden and unexpected pressures
* Have the ability to work with others in potentially difficult situations

**PERFORMANCE MANAGEMENT**

Performance management assessment will be based on the responsibilities listed above and judgements will be made against these within the agreed time scale, as part of the school’s performance management cycle.

**EQUALITY OPPORTUNITY**

The postholder will be expected to undertake all duties in the context of and in compliance with the school’s equal opportunities policies.

**SAFEGUARDING CHILDREN**

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance