

Job Description: HR Administrator

Reports to: HR Manager

Pay Scale: Band 2 Vocational

Working hours: 37.5 hours per week, Term Time Only

Job Purpose:

The HR Administrator plays a crucial role within the Human Resources department, providing essential administrative support. This position requires exceptional organisational skills, attention to detail, and the ability to handle sensitive information with discretion.

Key Tasks & Responsibilities:

Recruitment

- Undertake tasks relating to the administration of the full recruitment cycle, including:
 - Requisition process
 - Advertising
 - Reference requesting
 - Candidate and hiring manager liaison
 - Interview planning

Onboarding/Induction

- Administration of offer letters, initiating DBS checks, and maintaining databases
- Support the HR Team with the new staff induction process and new starter training
- Liaising with managers to support induction process
- Probation paperwork and spreadsheet maintenance, liaising with managers as necessary

Absence

- Collates all absence documentation, including self-certification forms, fit notes, and hospital notes
- Responsible for weekly reporting on staff absences, logging absence reasons
- taking notes during review meetings as required

General Administration

- Oversight of all administrative functions, including:
 - Payroll (timesheets)
 - Staff filing
 - Inbox monitoring
 - School visitor safeguarding compliance
 - Training log monitoring
 - Note taking and pack preparation for ER casework
 - Leavers processes including exit interview organisation

General Accountabilities:

- Be responsible for one's own safety and not endanger that of colleagues/visitors to the workplace.
- Work in compliance with the Codes of Conduct, Regulations and policies of the Cluster, and its commitment to equal opportunities and safeguarding.

- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Person Specification: HR Administrator

CRITERIA	ESSENTIAL	DESIRABLE
Education & Experience		
At least Grade C (or equivalent) at GCSE (or equivalent) English and Maths	Y	
At least 1 year experience working in HR or other Administration environment		Y
Experience of working in a school environment		Y
Skills & Aptitudes		
Excellent organisational and communication skills	Y	
Excellent literacy skills (writing, proof-reading etc.)	Y	
Well-developed ICT skills, including the use of Microsoft Office suite	Y	
Ability to prioritise a busy workload to meet demanding deadlines	Y	
HR System Skills (iTrent, Arbor)		Y
Accurate and thorough approach	Y	
CRITERIA	ESSENTIAL	DESIRABLE
Personal qualities		
Flexibility to adjust to change and development	Y	
Positive and proactive approach with the confidence to support new initiatives	Y	
Discretion and sensitivity	Y	
Ability to work as part of a team, building strong working relationships	Y	
Commitment to the safeguarding of staff and students	Y	
A team player but can be self-motivated if needed	Y	