**Job description for**

**HR Administrator**

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| **JOB TITLE** | **HR Administrator** |
| **Line Manager** | **Office Manager and working with central HR team** |
| **Pay scale** | **NCJ5** with progression of one point per year possible to maximum of NCJ10 |
| **Hours** | **32.5 hours per week**  **7.30a.m. – 2.30 p.m. Mon – Fri** (30 mins. unpaid lunch daily)  **39 weeks per year** (Term time + INSET) |

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| **1.  Main Job Purpose** |
| * To administer the Single Central Record and ensure all employment checks are carried out and entered on the record. * To administer cover arrangements for absent staff, in liaison with a member of SLT, and produce the cover list of staff daily. * To administer roomings and room changes as necessary. * To be the point of contact between the school and the Trust HR and workforce team. * To maintain personnel records relating to staff. |

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| **2.  Statements of Responsibilities** |
| * To be the point of contact between the school and the Trust’s HR and workforce planning team about all personnel matters from advertising, through to employment checks, as well as making arrangements for absent staff * Ensure all personnel letters are sent efficiently and are recorded in personnel files * Ensure all employment checks are completed prior to a new member of staff starting work at the school and that all are entered on the Single Central Record correctly, in line with safer recruitment protocols * Receive calls from staff phoning in to say they are not able to come to work that day from 07:30 each working day * Input all staff absences that are known of in advance * Allocate cover supervisors and other staff to ensure all lessons are covered each day, using guidance from a member of the Senior Leadership Team * Liaise with member of the Trust workforce planning team in order to employ supply staff when permitted by protocols * Liaise with finance team to keep them informed about which agency staff have been used to cover which absent staff and what the cost was. * Submit monthly claims to the staff absence insurance policy and ensure money is received by the finance team * Enter all reasons for absence onto personnel section of SIMS for each member of staff, including medical notes where relevant * Create reports on staff attendance data as required * Remind the relevant line manager to complete a ‘Back to Work’ form for each member of staff who is off work through sickness on each occasion they are off work through sickness. * Log information from Back to Work forms on personnel section of SIMS * Maintain staff records and personnel files, including their training records * Liaise with the Deputy Headteacher about rooms and cover arrangements when the regular timetable is suspended (for example for Y11 and Y13 revision timetable weeks) and for exam periods * Liaise with the Exams Officer and the SENDCO about rooms for students who have access arrangements for exams * Provide general support to the administration department by completing other tasks as required by the SIMS Manager or Office Manager   All support staff in the school are expected to work as a team and support each other as necessary when there is a staff shortage or when there are additional activities taking place, for example when student photographs or injections are taking place. The post holder may be expected to provide general administrative support or other duties as required commensurate with their skills and grade.  Additionally, all support staff undertake some supervision duties at break and/or lunch times. |

May ‘21