



Job description Part time HR Administrator

Salary: Bucks Pay Range 2 £24,879 - £26,961 FTE (Actual salary £11,120.55 based on 20 hours per week)

Hours: 20 hours per week (days and hours to be mutually discussed)

Line Manager: Business Support Manager

Main Purpose of Job: To provide an effective and efficient support to the HR administration service to the school.

Duties and Responsibilities

HR

- To support the Headteacher, BSM and LT Administrator, on various recruitment processes from advertising to appointment, ensuring that the process is completed effectively and in line with Safer recruitment and Local Authority expectations
- Contacting prospective applicants to arrange tours, meetings and interviews with school staff
- Act as a point of contact with successful applicants to ensure correct paperwork received prior to start date
- Complete the administration of all safeguarding checks, DBS, ID, references, medical checks and education certificates received
- Liaise with leaders and the IT provider to ensure new starters/leavers to IT login are added/removed
- To lead on organising Site Access, Safeguarding induction and ID badges collection, including any other school property such as laptops
- Support on updating SIMS with new staff/leavers/changes and contract information
- Support on updating the website with vacancies, recruitment adverts and new staff / leavers/changes

Other

- To provide cover to the School Office Administrator on a rota basis at break times
- To uphold strict confidentiality when handling the documentation, ensuring paperwork is always secure
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher, Business Support Manager or LT Administrator to carry out appropriate duties within the context of the job, skills and grade.

Our School Values are *Respect, Responsibility, Perseverance, Collaboration, Honesty and Inclusion*

Person specification

CRITERIA	QUALITIES (DESIRABLE)
Qualifications and training	<ul style="list-style-type: none"> • Microsoft Windows • SIMS • (Other IT packages) • (Single Central Record)
Experience	<ul style="list-style-type: none"> • Carrying out administrative tasks • Dealing with face-to-face and telephone interactions • Working with children or young people • Working and collaborating within a team
Skills and knowledge	<ul style="list-style-type: none"> • Good oral and written communications skills • Ability to respond quickly and effectively to issues that arise • Ability to plan, organise and prioritise to meet deadlines • Ability to use own initiative and act accordingly • Excellent attention to detail • Ability to use IT packages including word processing, spreadsheets and presentation software • Ability to use relevant office equipment effectively • Ability to build effective working relationships with colleagues • Understanding of data protection and confidentiality • Understanding of safeguarding
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively