Kingsthorpe College	**Kingsthorpe College**	Orbis Education Trust A world of possibilities

HR and Payroll Administrator *(Maternity Cover)*

Job Description

Position:	HR and Payroll Administrator (Maternity Cover)
Line Manager:	HR Director
Working hours:	30 hours per week Monday to Friday 9.00am to 3.00pm Term time, 39 weeks per year, plus 5 additional days to be worked during school holidays.
Duration:	The position is for Maternity cover and is fixed term for one year although this may be extended by agreement.

OUTLINE OF THE ROLE

- To work with the HRD and HR Advisor in providing a high quality professional service to managers and employees on a wide range of HR matters as part of a committed and flexible team.
- To provide accurate employee data when requested
- To actively manage the administration of the payroll system.

PRINCIPAL DUTIES & RESPONSIBILITIES

- To provide a high quality, timely and efficient HR service at all times.
- To comply with all the requirements of GDPR as regards the management and storage of personal information.

Recruitment

- Working with the HR team, participate in the appointment of new employees and internal transfers in accordance with employment legislation, best practice and safeguarding.
- Support HRD and HR Advisor to ensure all personnel files are created for new starters and documentation from application stage is logged and scanned to Arbor and SCR Tracker. For all teaching staff ensure records of qualifications are logged.
- Ensure all statutory checks on staff and associates are completed and recorded. Complete DBS checks for all new staff, governors and contractors to ensure safeguarding requirements are met. Ensure Section 128 checks are completed for the relevant staff/governors etc.
- Follow all data protection and safeguarding guidelines at all times.

Payroll

- Ensure all payroll data is entered and maintained accurately, carrying out consistency checks prior to payroll cut off and other key dates.
- Ensure that all starter and leaver payroll information is communicated accurately and within the relevant timeframes.
- Draft paperwork for variations to contracts and make appropriate payroll amendments.
- Ensure effective communication between the school and the payroll provider.
- Check all monthly reports for teaching and non-teaching staff and raise any errors or queries with the payroll provider and the HRD.

- Ensure auto enrolment into the pension scheme for all new starters in line with legislation changes.

Absence Monitoring

- Ensure full records of staff absences are up to date.
- Provide accurate analysis of these records.
- Ensure that monthly absence returns are up to date for payroll purposes.
- Working with the HR Advisor to organise sickness absence interviews in line with the Absence Management policy for all staff.

Occupational Health and Welfare

- Help to support staff in obtaining special facilities and/or equipment necessary for their work. Liaise with internal and external associates including Occupational Health service providers, Access to Work etc.

Records for internal and external use

- Ensure that the staffing Arbor data is updated and maintained and carry out a yearly review of personnel data.
- Ensure the Single Central Record Tracker is up to date and conforms to good practice as agreed with the HRD.
- Provide accurate management information reports to the HRD as requested.
- To assist and support with the submission of the annual School Workforce Census on a yearly basis.

Disciplinary/Grievance/ Capability meetings

- To assist and support in employee relations: coordinating any meetings within the appropriate timeframes including communications to all external parties that may be involved in employee relations issues (Governors, Unions, etc.).
- Take notes and minutes at all meetings, prepare all administration for communication of invites to meetings, and follow up letters.

Pensions

- To keep abreast of changes and developments with the Teachers' Pension Scheme and the Local Government Pension Scheme and to act as a focal point for all staff with queries on pensions.
- To ensure that all returns (not otherwise completed by the payroll provider) are submitted to the relevant authorities accurately and on time.

To carry out any additional tasks as requested in line with the role.

It is the practice of this College to examine Job Descriptions and to update them to ensure that they relate to the jobs as they are being performed or to incorporate whatever changes are being proposed. It is the College's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to direct change to your Job Description after consultation with you.

Kingsthorpe College is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment.

Kingsthorpe College

HR and Payroll Administrator *(Maternity Cover)*

Person Specification

The Orbis Education Trust is an expanding sponsor of academies. It is ran and led by a highly skilled and experienced team of educationalists. It works in collaborative partnership with the Local Governing Body and the Headteacher. The Trust and Governing Body of Kingsthorpe College are committed to safeguarding and promoting the welfare of children and young persons and ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

	Essential	**Desirable**
Qualifications/Accreditation	GCSE's in English and Maths at grade C or above,	Qualified to CIPD Level 3 or equivalent Active CPD taken
Experience	HR Administration	Experience in HR in schools. Notetaking for formal meetings Experience of working with Arbor
Knowledge	Demonstrable knowledge of generic HR best practice and administration processes. An understanding of and commitment to safeguarding issues	Knowledge of key HR in Education documents Keeping Children Safe in Education – Safer Recruitment Guidance
Skills	Ability to build relationships. Excellent written and verbal communication skills. Excellent administration skills, including Excel, Outlook and Word	Use of databases, both HR specific and other.
Personal Attributes	Able to complete tasks often without support or supervision High level of professionalism and integrity, with the ability to maintain confidences	

	Self-motivated and enthusiastic, A flexible approach to work.	
Suitability to Work with children	Candidates must be able to undergo successful checks in line with standards for 'Safeguarding Children and Safer Recruitment in Education' Appropriate and relevant references will be checked. Understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young persons for whom they have contact with.	

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

While every effort has been made to explain the main duties and responsibilities of the role, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.