

## Job Description and Person Specification (T21 upper) GR9029

Job details	
<b>Job title</b>	<b>HR and Payroll Administrator</b>
<b>School</b>	<b>Sidestrand Hall</b>
<b>Section</b>	
<b>Location</b>	
<b>GR Number</b>	<b>GR9029</b>
<b>Grade</b>	<b>Scale F</b>
<b>Responsible to</b>	<b>School Business Manager</b>
<b>Responsible for</b>	
<b>Effective date</b>	

Role and context
<p><b>Job purpose</b></p> <ul style="list-style-type: none"> <li>• To assist the Headteacher with the school's administrative and clerical functions in providing a high standard of administration within the school regarding HR and payroll.</li> <li>• To control the school's HR and payroll systems, ensuring that these functions support the management of the school in an efficient and effective manner.</li> <li>• Assist with the planning and development of support services, policies and procedures within the school and particularly those services that reduce the administrative workload of teaching staff in the school.</li> </ul>
<p><b>Context</b></p> <p>Job family: Administration</p>
<p><b>Other Job Information (e.g. any special factors or constraints)</b></p> <ul style="list-style-type: none"> <li>• In addition to the responsibilities of secretary level 1 (GR9028), is required to:</li> <li>• Control the school's administrative (implement and maintain rather than simply updating them with information and running off reports as seen at the lower level), ensuring that these functions support the management of the school in an efficient and effective manner.</li> </ul>

Role and context (continued)
<b>Other Job Information (e.g. any special factors or constraints) (continued)</b>
<ul style="list-style-type: none"> <li>Is competent at working with IT and office systems including specialist school IT systems. Requires an appropriate administrative qualification at NVQ3 or has the equivalent relevant experience.</li> </ul>

Principal Accountabilities	
Accountability	Order of importance (1 = most important etc)
To word process letters, reports, memoranda and other documents using appropriate equipment, including ICT and office management systems. This will include material of a confidential nature.	<b>1</b>
To arrange supply cover in liaison with school staff and outside agencies	<b>2</b>
Use ICT systems to develop and maintain effective databases to include staff information staff and to provide a desktop publishing service to produce high quality promotional documents and materials for recruitment. Operate other ICT packages as necessary eg Workspace, Arbor, Google. To be particularly proficient in creation and use of spreadsheets	<b>3</b>
To receive and relay promptly any telephone or other messages, dealing initially with all enquiries relating to the areas of responsibility. To liaise, as required, with Governors, staff and local authority personnel, etc.	<b>4</b>
To ensure that all staff with HR/Payroll issues/queries are courteously and correctly received and to deal sensitively with anxious, distressed or impatient staff, whether by telephone or in person.	<b>5</b>
To undertake general administrative and clerical duties which could include:- a) Completion of statistical returns, School Workforce Census and other returns to LA and the DfES;	<b>6</b>
To maintain efficient filing systems with regards to Payroll and Absence management and to ensure all staff personnel files are kept up to date and compliant with data retention policies.	<b>7</b>

<b>Principal Accountabilities (continued)</b>	
<b>Accountability</b>	<b>Order of importance</b>
Ensure the accurate completion of salary claim forms for all categories of staff within the school, making sure the correct forms are used in each case and obtaining the necessary authorisation, and completing the external personnel services providers spreadsheet. Ensuring the monthly absence return is completed and submitted to them with all required information.	<b>8</b>
Updating MIS (Arbor) with new staff, contract changes, absence information and changes to staff details including annual data cleanse. Updating Workspace with contract changes. Cross checking MIS info to external HR reports. Setting up new staff on various internal systems	<b>9</b>
Liaise with appropriate providers concerning the placement of recruitment advertising and supporting the recruitment process within the school by responding to requests for information, shortlisting checks, dealing with the arrangements for interviews and performing pre-employment checks and upkeep of Single Central Record, performing DBS checks, calling for references and reference checks.	<b>10</b>
Maintain log of DBS checks on supply staff, external professionals and visitors etc.	<b>11</b>
To provide general advice and guidance to staff and SLT on payroll and HR issues.	<b>12</b>
Deal with paperwork/queries around maternity leave, contract changes, flexible working requests, retirement requests etc	<b>13</b>
Perform return to work interviews on staff, analyse attendance for absence triggers and support line managers with information and guidance for absence management meetings should attendance triggers be met.	<b>14</b>
Meet termly with Safeguarding Governor or Leads DSL to audit safe recruitment	<b>15</b>
Produce staff attendance report for SLT/Governors	<b>16</b>
Liaising with external providers with regards to Occupational Health and IPRS(re muscular skeletal referrals) for staff	<b>17</b>
Liaising with external provider regarding staff case work	<b>18</b>
Aiding School Business Manager in review/update of HR policies	<b>19</b>

<b>Person specification</b>
<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• NVQ 3 or equivalent qualification or experience in relevant discipline.</li> <li>• Very good numeracy/literacy skills.</li> </ul>
<b>Experience</b>
<ul style="list-style-type: none"> <li>• Experience of development, management and operation of administrative processes.</li> <li>• Experience working in a HR/Payroll environment</li> </ul>

### Skills/knowledge

- Commitment to maintain confidentiality at all times.
- Effective use of ICT and other specialist equipment/resources.
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- Very good ICT skills particularly spreadsheets
- Ability to relate well to adults and to be able to deal with sensitive situations.
- Understanding of data protection issues and the need for data security.
- Excellent communication skill both verbal and in writing
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Understanding of the school environment.
- Methodical and meticulous with excellent attention to detail
- Ability to work under pressure and to deadlines
- Ability to act on own initiative and to prioritise own workload based around needs of the school/SLT.
- Ability to work independently and autonomously with minimal supervision.
- Ability to self-evaluate learning and activity seek learning opportunities.
- Understanding of the importance of safe recruitment/safeguarding in a school and the need to have robust processes in place.

### General information

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job.
- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.
- All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.