

SIDESTRAND HALL SPECIAL SCHOOL
Cromer Road,
Sidestrand,
Cromer,
Norfolk NR27 0NH
Tel. 01263 578144
Headteacher: Ms Shelley Taylor

HR and Payroll Administrator

30 hours per week over 5 days , 30 min lunch break/day. Term time plus one week

Grade F points 12-17

£26421-£28770 per annum FTE pay award pending
(Actual pay £18344-£19974 depending on experience)

The school is seeking to appoint an enthusiastic and experienced candidate to work as our HR and Payroll Administrator. The right person must be resilient, flexible and have the ability to manage a large workload at certain times and multiple complex tasks. They must be able to respond to changing priorities with a proven ability to meet deadlines. The successful candidate must understand how crucial confidentiality is to the role as is attention to detail.

The ideal candidate will have excellent communication and organisational skills and the ability to build effective working relationships with colleagues at all levels and with outside agencies and to be confident dealing with sensitive situations. Excellent Microsoft office skills are also a requirement of the role.

Payroll and HR support are currently provided via an external Service Level Agreement.

The role involves:-

- Receiving and checking pay claims eg sleep ins, travel claims and submitting these and absence returns to the external provider
- Logging absences on our MIS (Arbor) and individual records (spreadsheets) for collation for absence management meetings and SLT/Governor monitoring
- Performing return to work interviews and supporting line managers with information and guidance for absence management meetings
- Recruitment including placing adverts, shortlisting checks, interview arrangements ,pre-employment checks, upkeep of Single Central Record, calling for references, reference verification
- Keeping log of DBS checks on agency staff, external professionals etc
- Meeting periodically with DSL Lead and Safeguarding governor to audit safe recruitment.
- Dealing with paperwork around maternity, changes to contracts, flexible working requests
- Providing advice and guidance to staff on HR and payroll issues

- Keeping MIS up to date with staff details , periodic checking against external HR reports, annual data cleanse
- Setting new staff up on various school systems, Workspace and MIS
- Liaising with HR on Occupational Health referrals and IPRS referrals
- Liaising with HR provider regarding staff case work.
- Keeping personnel files up to date and compliant with data retention policy
- Aiding School Business Management in review of HR policies.
- Arranging supply cover
- Completion of School Workforce Census

This school is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act and you will be required to undergo an Enhanced DBS check or Enhanced DBS check with barred list. If you have information to declare it may be protected under the Exceptions Orders and you may not be required to declare it. You will be asked to make a criminal conviction declaration if you are shortlisted for the post. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Closing date: 18th September 2024

Interview date: w/c 23rd September 2024

Applicants selected for interview will be contacted by email.