



St George's Academy

“Aiming high to achieve excellence for all”

HR & Payroll Administrator Job Description

Salary:	NJC Scale 4
Hours:	37 hours per week
Contract type:	52 working weeks per year
Responsible to:	HR Manager or other designated person

PURPOSE OF JOB

- To assist the HR Manager providing high quality and effective administrative support for a range of HR processes across the Academy.
- To take a lead role in supporting the recruitment and new starter administrative processes, including dealing with all relevant safer recruitment vetting checks.
- Providing first point of contact services to visitors, Governors, students and staff, in relation to HR and wider Corporate Services administration matters.
- To assist the Payroll & HR Administrator in providing effective administrative support for a range of payroll processes on an ad hoc and as need basis.
- To undertake any other administrative duties required to ensure the delivery of high quality teaching and learning and professional Corporate Service Administration.

MAIN RESPONSIBILITIES, TASKS AND DUTIES

All responsibilities, tasks and duties to be carried out in line with Academy guidelines and policies

Duties will include but will not be limited to:

Recruitment Administration

- Providing administrative support to the Academy end-to-end recruitment processes. This includes creating advertisements, job packs and other associated literature to support the shortlisting and interview processes of new staff, governors, volunteers, agency staff and contractors.
- Monitoring all recruitment queries and responding to applications received.
- Ensuring the Academy's website provides accurate information on academy vacancies and that relevant documents on the vacancies page are up to date by liaising with the Principal, HR Manager and the ICT Department.
- Leading on the administration of general recruitment tasks such as arranging interviews, preparing interview packs for the interview panel and making associated arrangements for interviews such as booking rooms, arranging refreshments and providing a meet and greet contact for candidates.
- Supporting the HR Manager in the administration of new starter process. This includes seeking references, ensuring that all safer recruitment checks are

carried out and updated on relevant spreadsheets and electronic systems and issuing offer letters and contracts of employment.

- Ensuring all new staff are issued with appropriate induction documentation and enrolled on essential training.
- Ensuring equality and diversity data is recorded so that reports can be produced by the HR Manager.

HR Administration

- Supporting the HR Manager in ensuring the 'Single Central Record of Staff', is kept up to date at all times and complies with statutory requirements.
- Assisting with the creation, maintenance and archiving of all HR files (electronic and paper) in compliance with GDPR requirements, ensuring all files are up to date and complete in accordance with safer recruitment procedures.
- Updating and maintaining relevant electronic systems with all new starters, leavers and with all personnel related details.
- Assisting the HR Manager in the administration of monthly new starters and leavers, variations to contract, family leave letters, sickness absence communication, flexible working requests and any other confidential letter writing.
- Providing administrative support to the annual salary review process.
- Monitoring return of completed probationary meetings and in conjunction with the Principal and HR Manager ensuring that confirmation letters are produced once final probationary reviews have been undertaken.
- Answering and dealing with day to day enquiries (both internal and external) in a timely and efficient manner.
- Dealing with incoming email, post and other paperwork.
- Supporting the HR Manager in the preparation of documentation and arrangements for holding employee relation meetings where required.
- Attending Employee Relations meetings (i.e. disciplinary, sickness management etc) to take minutes where required.
- Supporting the HR Manager in compiling and returning statistical information to meet deadlines as required e.g. Schools Workforce Census.
- **Supporting the Payroll & HR Administrator in processing, updating and maintaining accurate staff absence records including but not limited to sickness absence and special leave.**
- Supporting the HR Manager in undertaking return to work from sickness absence meetings.

Payroll Administration

- Assisting the HR Manager / Payroll & HR Administrator providing administrative support to the Academy payroll processes as required and on an as needs basis. This may include assisting the Payroll Officer to:
 - Calculate and pay salaries in accordance with conditions of service and compliance with statutory and administrative regulations affecting pay within agreed payroll deadlines.
- Deputising for the Payroll & HR Administrator on an ad hoc and as needs basis only. Full procedural training will be provided and may include (but not but be limited to):
 - Administration of the Access HR/Payroll system
 - Processing of monthly staff claims on Access for submission
 - Preparation and inputting payroll data.

- Calculating pay variations: back pay, maternity pay, statutory sick pay, unpaid leave etc.
- Supporting the Academy's external Payroll provider in the administration of statutory and contractual sickness, maternity and paternity pay, and parental leave schemes where required.
- Administration of pension contributions.
- Responding to external requests for salary information re individual employees.

HR / Payroll

- Comply with and assist the HR Manager in updating policies and procedures relating to HR / payroll services and the Staff Handbook as required.
- Participate in training and other learning activities and performance development as required.
- To carry out other duties and responsibilities as agreed with the Vice Principal Corporate Services and / or HR Manager to support the delivery of an effective and efficient HR and Payroll Service.

GENERAL

- To be responsible for personal continued professional development and take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- To adhere to Health and Safety Regulations
- To keep confidential any issues related to St George's Academy which are deemed confidential
- To participate in appropriate meetings
- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- To make a positive contribution to the wider life and ethos of the school
- To uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- To have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- To support equal opportunities and promote anti-discriminatory practice
- To work flexibly, including travel, as required, to meet the needs of the role

It is important to recognise that any job description outlines only the minimum expectations of the post-holder and should not constrain any colleague wishing to take on additional responsibilities and activities that could positively affect their own, their team's or the school's development and improvement. All members of staff must be prepared to work flexibly, undertaking aspects of colleagues' work of a similar or lower level of complexity, in order to ensure:

- **Cover of the school's needs throughout the day**
- **Appropriate cover for colleagues when absent for any reason**

All Academy staff have a responsibility to safeguard and promote the welfare of children and young people within the Academy. This includes helping to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

All Academy Staff are expected to make themselves familiar of the Academy Policies and Procedures and to adhere to these. These can all be found on the Academy X Drive.

This job description may be amended from time to time in discussion with the post holder.

PERSON SPECIFICATION

HR & Payroll Administrator

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
1. EXPERIENCE	<ul style="list-style-type: none"> • Experience of providing high level administrative support in a busy environment • Experience of using a wide range of office equipment and ICT software, information systems in an administrative environment • Previous experience of working in a customer focused environment • Experience of leading on the administration of recruitment processes • Experience of notetaking and organising meetings • Experience of working successfully and co-operating as a member of a team 	<ul style="list-style-type: none"> • Experience of working in an educational setting • Experience of working in a generalised HR support role • Experience of administering payroll and dealing with queries using a computerised system 	<p>Application form</p> <p>Application/interview</p> <p>Application/interview</p> <p>Application/interview</p> <p>Interview</p> <p>Interview</p>
2. KNOWLEDGE	<ul style="list-style-type: none"> • Good working knowledge of Microsoft Office, in particular MS Word, Excel, Outlook • Knowledge of relevant HR policies/codes of practice and general awareness of relevant legislation including data protection and security • Understand the importance of safeguarding and safer recruitment within a school environment • Understanding of filing, storage and archive systems 	<ul style="list-style-type: none"> • Knowledge of teachers and local government terms and conditions of employment • Knowledge of a computerised pay system 	<p>Application/interview</p> <p>Application/interview</p> <p>Interview</p> <p>Interview</p>
3. SKILLS AND APTITUDES	<ul style="list-style-type: none"> • Excellent telephone manner and customer service skills • Have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances • An ability to work independently, with a creative approach to problem solving • Able to work on own initiative whilst anticipating the wider consequences of decisions and know when to 	<ul style="list-style-type: none"> • Intermediate level of competency in excel • Experience using the software Bromcom • Experience of using electronic HR systems 	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
	<ul style="list-style-type: none"> refer upwards. • Excellent communication skills, both verbal and written. • Good interpersonal skills with the ability to relate to all levels of staff • Flexible with effective time management skills • Ability to establish, improve and develop systems • Ability to set up and develop administrative systems, for checking, monitoring and reporting. 		<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
4. QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Educated to GCSE (Grade 4 or above) level or equivalent in Maths and English • NVQ3 Level in Business Administration or equivalent qualification in related area or equivalent experience • HR qualification or ability to demonstrate equivalent relevant experience • Good standard of written and spoken English • Evidence of continuing professional development 	<ul style="list-style-type: none"> • CIPD Level 3 Foundation Certificate in People Practice or equivalent level of HR Qualification • Payroll qualification or ability to demonstrate equivalent relevant experience 	<p>Application</p> <p>Application</p> <p>Application/Interview</p> <p>Application/interview</p> <p>Application/interview</p>
5. ATTITUDE AND MOTIVATION	<ul style="list-style-type: none"> • Calm and patient when dealing with others • Demonstrates accountability and ownership for own work duties and activities and carries them out with accuracy and integrity • An ability to work within a team environment and be supportive of the overall team effort • Demonstrates a 'can do' approach, self-motivation, ability to prioritise work and the ability to work autonomously • Ability to travel to work across the Academy's two campus sites 		<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application/interview</p>