

Job Description

HR Assistant and Administrator

Pay range – Grade D (NSP 8-14) (FTE £20,010 - £22,142)

Responsible to: Business Manager / Headteacher

Main Purpose of Role

- To support in the smooth operations of the management of the school, to provide front line support and guidance to families and be a key part in effective communication across the school.

Introduction:

Administrators provide a key role in the successful and smooth management and daily operations of a school. They are the front-line staff that support families with queries and are vital in the effective communication between staff, families and stakeholders. They work within the parameters set by key school policies and help to ensure that the school maintains its statutory obligations for reporting and sharing of information.

HR Assistants provide administrative support, under the direction of the School Business Manager, for all matters relating to HR. This includes supporting with recruitment and ensuring compliance with the onboarding of new staff, supporting existing staff when they return to work following an illness and maintaining an accurate Single Central Record.

Key Responsibilities

- To work as a team to assist the Business manager and Head teacher in the provision of efficient and effective administrative and clerical support services.
- To be responsible for the school reception area, providing a welcoming, friendly and professional approach to parents/visitors/children's enquiries. Whilst complying with the schools safeguarding procedures.
- To competently manage communication with parents and stakeholders.
- To be responsible for recording and reporting pupil data.
- To be able to effectively prioritise and feel confident in managing queries and requests from various stakeholders.
- To accurately maintain Scomis SIMS and other record systems, in line with Local Authority and Government guidelines and protocols. Updating data to the LA and Government as and when required.
- To support school leaders in the recruitment of new staff, including the creation of adverts, collection of applications, shortlisting processes and the interview itself.
- To provide administrative support with the onboarding of new staff, including the creation of contracts, liaising with the Local Authority, collection of references and completing all checks as identified within Safer Recruitment.
- To work with the Headteacher to address and manage any grievance or disciplinary processes.
- To accurately maintain the Single Central Record.
- To monitor the absence of staff and provide Absence Review Meetings and conduct return to work interviews.

- To support school leaders with booking supply teachers, as requested.
- To work alongside the schools PE co-ordinator to manage the logistics of after school clubs.
- To effectively comply with all school policies, including Safeguarding, GDPR, Data Protection and Health and Safety.
- To support the school's leadership team in maintaining and updating information of the school's website.
- Keep the reception area tidy and ensure copies of all forms are available.
- To provide any other office, computer and secretarial services, as required.

Signed on behalf of the school:

Date:

Signed by employee:

Date: