



JOB DESCRIPTION

Job Title:	HR Administrator
Grade:	G
Hours:	37 hours per week, term-time plus 12 days which includes 5 in-service training days and 7 additional days to be agreed with line manager
Responsible to:	Operations Manager
Direct Supervisory Responsibility for:	N/A
Indirect Supervisory Responsibility for:	Administrative staff as directed
Important Functional Relationships:	
<u>Internal:</u>	Operations Manager, Teachers, Support Staff
<u>External:</u>	Local authority teams, recruitment candidates

Main Purpose of Job

To provide administrative support, being completely aware of appropriate confidentiality.

Duties and Responsibilities

1. To perform administrative duties and assistance to the School Operations Manager as directed, to include typing, photocopying, filing, distribution of staff payslips etc.
2. To provide support for recruitment including preparing advertisements (liaising with the Headteacher, Heads of Department and School Operations Manager), processing reference requests, interview arrangements and candidate liaison.

3. To access advertising portal to place adverts and give input into appropriate and cost-effective means of advertising.
4. To issue appointment letters including the administration of new joiner bank details, HMRC information if appropriate, pre-employment checks including DBS and medical clearances.
5. To administer leavers, new contracts or changes to contracts on SIMS.
6. To administer leavers, new contracts or changes to contracts on the payroll portal and communicate these to SMART HR Officer as appropriate.
7. To administer monthly overtime claims and staff absences on the payroll portal and report these to SMART HR Officer.
8. To monitor sickness absence, ensuring FIT notes are received and requested when necessary.
9. To send paperwork and prompt line managers to carry out Return to Work meetings when staff return to work after a period of absence as per SMART Policy.
10. To make referrals to Occupational Health in accordance with SMART's Attendance Policy as instructed.
11. To act as the main point of contact in school for maternity, paternity and paternal leave including issuing relevant information and ensuring completed information is sent to payroll for statutory payments to be made.
12. To set up SIMS staffing reports as necessary.
13. To provide any data or details of staffing for reports or analysis as requested.
14. To prepare and run the Annual Workforce Census ready for submission once authorised by School Operations Manager.
15. To maintain the school's Single Central Record.
16. To provide support with data input and preparation of any relevant documentation.

17. To remain aware of and adhere to all school policies.

Responsibilities applicable to all Trust employees

1. To be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust, including safeguarding and child protection, health and safety, equality and diversity, the Code of Conduct, and data protection.
2. To maintain confidentiality of information acquired in the course of undertaking duties.
3. To be responsible for your own continuing self-development, engaging in mandatory and other training as appropriate for the role.
4. To undertake other duties appropriate to the grading of the post as required.

Date Updated: October 2024

Updated by: Senior HR Officer



PERSON SPECIFICATION

Job Title: HR Administrator

Department: SMART

Attributes	Essential	Desirable	How identified
Relevant Experience	Reasonable level of administrative experience Experience of data input Proven track record of working in a team	Experience of working in a school setting and/or in an HR function Experience of working in a confidential role	Application form Interview
Education and Training	GCSE English and Maths at Level 4 or above, or equivalent qualification	Level 3 qualification or equivalent Professional HR qualification Level 2 safeguarding training	Application form
Knowledge and Skills	Excellent organisational skills Excellent verbal and written communication skills Strong working knowledge of MS Platforms including Word, Excel and TEAMS Accurate with excellent attention to detail	Working knowledge of SIMS Basic understanding of employment law	Application form Interview

	<p>An understanding of data protection</p> <p>Awareness of tact and discretion required in the course of duties</p>		
Any Additional Factors	<p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Able to prioritise between different demands, to work to deadlines, and to self-motivate</p> <p>Able to maintain confidentiality</p> <p>Resilient and able to keep calm under pressure</p> <p>Professional, tolerant and positive attitude with willingness to celebrate diversity</p>	An interest in learning and education	Interview

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