



## JOB DESCRIPTION

<b>Job Title:</b>	HR Administrator
<b>Grade:</b>	G
<b>Hours:</b>	37 hours per week
<b>Responsible to:</b>	School Operations Manager
<b>Direct Supervisory Responsibility for:</b>	N/A
<b>Indirect Supervisory Responsibility for:</b>	Administrative Staff as directed
<b>Important Functional Relationships:</b>	<u>Internal:</u> Pupils, Operations Manager, Teachers, Support Staff, Facilities and Development Manager
	<u>External:</u> Parent/Carers

### 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: May 2024

Updated by: Senior HR Officer



**PERSON SPECIFICATION**

**Job Title:** HR Administrator

**Department:** SMART

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
<b>Relevant Experience</b>	<p>Relevant administrative experience.</p> <p>Proven track record of working in a team.</p> <p>Excellent verbal and written communication skills.</p>	<p>Experience of working in a school setting or in an HR function.</p> <p>Experience of working in a customer focused role.</p> <p>Appreciation of importance of attention to detail.</p>	<p>Application form.</p> <p>Interview.</p>
<b>Education and Training</b>	<p>GCSE English and Maths at Level 4 or above, or equivalent qualification.</p> <p>Willingness to complete L2 Safeguarding training – and any other training relevant to the school settings.</p>	<p>Level 3 qualification or equivalent.</p> <p>Professional HR qualification.</p>	<p>Application form.</p> <p>Interview.</p>
<b>Knowledge and Skills</b>	<p>Good organisational, communication, and ICT skills.</p> <p>Working knowledge of SIMS.</p>	<p>Strong working knowledge of MS Platforms including Word, Excel and TEAMS.</p> <p>Basic understanding of employment law.</p>	<p>Application form.</p> <p>Interview.</p>

	Awareness of tact and discretion required in the course of duties.		
<b>Any Additional Factors</b>	<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>Resilient and able to keep calm under pressure.</p> <p>Professional, tolerant and positive attitude with willingness to celebrate diversity.</p> <p>Collaborative and problem-solving approach.</p>	An interest in learning and education.	Interview

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