**Job Description: Human Resources Administrator**

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| **Post Details**  |   |
| **School/setting:**  | Poole High School   |
| **Post type:**  | Support Staff   |
| **Grade/Pay Level:**  | Grade 6  |
| **Responsible to:**  | Human Resources Officer   |

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| **Main Purpose**  |
| To assist the Human Resources Officer in providing a professional, confidential and effective Human Resources administration service throughout the employment lifecycle for Poole High School staff, workers and volunteers.  |

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| **Duties and Responsibilities**  |
|  * Record staff absences onto school MIS and payroll systems in a timely and accurate manor ensuring all appropriate medical certificates and evidence are logged and saved to files.  Issue return to work forms and support with back to work interviews advising HR Officer when staff hit absence trigger points.
* Work with the Cover staff assisting with cover arrangements and plotting on MIS.
* Support the HR Officer throughout the recruitment process including the creation of job adverts, descriptions, interview planning and scheduling.  Invite shortlisted candidates to interview, request references and copy and check ID documents on interview day including right to work in the UK.  Provide tours of the school and refreshments.
* Add new starters to school MIS system and provide support to ensure all personal information and contract changes are up to date.
* Ensure organisation charts, phone lists etc. are up to date with staff and structure changes.
* Check and issue contracts once received from our payroll provider ensuring signed copies are received and saved on file.
* Produce and update HR spreadsheets and reports as required using various software including Arbor, Word, Excel and mail merge.
* Maintain and routinely update staff electronic files.
* Responding to HR enquiries via telephone, email and face to face.
* Undertake routine scanning, filing, shredding, archiving and general HR admin tasks as needed.

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| **Safeguarding Duties and Responsibilities**  |
| * Submit DBS applications and ensure starter information is accurately entered onto the Single Central Record (SCR) in accordance with Twynham Learning’s framework.
* Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies.
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| **Other Duties**  |
| All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time.  |

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| **Twynham Learning Attributes for all Staff**  |
| * Ambition for excellence
* Professionalism
* Humility
* Championing change
 | * Inclusiveness
* Positivity
* Community-mindedness
* Being collaborative
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| **Qualifications, Knowledge, Skills and Attributes Required**  |
| **Essential:**  * GCSE Maths & English, grade 4/grade C and above or equivalent qualifications.
* Excellent accuracy and attention to detail
* Strong IT skills, including typing, emails, Word, Excel, and Powerpoint
* Safer Recruitment certified (or ability to achieve this)
* Ability to show the highest level of professional discretion, empathy and tact
* Excellent organisation, time management, communication and interpersonal skills
* Flexibility and ability to prioritise, manage own time, work under pressure and meet deadlines
* Experience of working in a HR role or as an administrator in a busy school/education setting
* Enthusiasm and drive
* Sense of humour

  **Desirable:** * Knowledge of Arbor or schools MIS system
* CIPD qualification (Level 3)

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| **Notes**  |
| * This job description may be amended at any time in consultation with the postholder.
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| **Glossary**  |
| * Explanations of any abbreviations or jargon contained in this job description can be found in our [Twynham Learning Glossary](https://www.twynhamlearning.com/1038/twynham-learning-glossary?search=glossary).

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