

### GLF Schools Job Description

<b>Job Title</b>	People Administrator (Schools)	<b>Job Reference</b>	PAJUN24
<b>Location</b>	Pine Ridge & Lorraine Schools, Cordwalles Junior School and Frogmore Junior School	<b>Travel required</b>	Between the four schools as needed
<b>Core purpose</b>			
<ul style="list-style-type: none"> <li>• To carry out People administration duties across a range of People activities including data management and reporting, compliance and general People administration</li> <li>• To undertake recruitment and on-boarding administration, ensuring compliance with regulations and procedures, particularly with regard to safer recruiting.</li> <li>• To maintain regular and effective communications with a range of school colleagues and maintain confidentiality at all times.</li> <li>• To input payroll for assigned schools</li> </ul>			
<b>Key Accountabilities</b>			
<b>HR administration</b>			
<b>Data Management and Reporting</b>			
<ul style="list-style-type: none"> <li>• To ensure that electronic employee records are accurate and up to date. This will include responsibility for data entry, regular and ad hoc reporting, and an annual data cleansing exercise</li> <li>• To maintain an accurate and up-to-date single central register (a requirement of OFSTED)</li> <li>• To carry out the school workforce census annual return</li> <li>• Prepare HR reports by collecting, analysing and summarising data and trends</li> </ul>			
<b>Compliance</b>			
<b>Recruitment</b>			
<ul style="list-style-type: none"> <li>• Co-ordinating/Supporting the recruitment process, including placing adverts using the on-line recruitment system and ensuring all appropriate documents are uploaded</li> <li>• Monitoring the use of the applicant tracking system</li> <li>• Liaising with applicants using the applicant management system, ensuring that throughout the recruitment process applicants receive a high quality experience</li> <li>• Coordinating the shortlisting process, ensuring senior leaders receive all appropriate information and documentation in accordance with the GLF recruitment procedure</li> <li>• Liaising with GLF's People and Recruitment team</li> <li>• To carry out all relevant pre-employment checks and on-boarding for new employees.</li> <li>• To administer the National College online training platform and be main point of contact for queries</li> </ul>			
<b>Payroll</b>			
<ul style="list-style-type: none"> <li>• Maintaining up-to-date contract, pension, maternity, paternity and other information, liaising with payroll as appropriate</li> <li>• Processing claims for additional hours, unpaid leave etc</li> <li>• Input Payroll and contributing to the monthly payroll checking process</li> </ul>			

#### **Other Duties**

- To undertake any other duties commensurate with this post as directed by the Regional People Partner
- To cover for absent colleagues and undertake other duties commensurate with the grade

#### **Accountability**

- Regional People Partner
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

#### **Safeguarding**

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.