



## Job Description

<b>Post Title:</b>	Administrator with HR Responsibilities
<b>Responsible to:</b>	Business Manager
<b>Hours:</b>	Permanent, 37 hours per week, term-time, plus 3 INSET days
<b>Salary:</b>	Grade 6

### Responsibilities:

#### HR Administration

- Work diligently with internal systems to ensure that all data inputting tasks are carried out in a timely and consistent manner, ensuring that all people changes are processed within payroll deadlines
- Administration and processing of colleague information, including, but not limited to data input into internal systems, on boarding new starters, contract changes, salary changes, and off boarding leavers.
- Manage administration of all staff absence, capture self cert forms/fit for work notes/return to work forms.
- Ensure support staff absence is covered
- Deliver a seamless administration service with discretion and confidentiality.
- Assist the recruitment processes, including writing and posting ads, scheduling, and booking interviews, liaising with candidates and producing recruitment packs
- Ensure the website vacancies page is regularly updated
- Ensure that all staffing and recruitment appointments have been confirmed and signed off by the central Trust
- Process the documentation for successful candidates, including offer letters, contracts of employment, pre-employment checks, DBS and reference checks in accordance with Safer recruitment procedure
- Support the coordination of the staff induction process
- Ensure new staff have access to IT systems and other relevant software
- Collate information on exit interviews and identify patterns or trends and provide reports as requested
- Support the maintenance of the school Single Central Register
- Arrange staff training/CPD-booking and maintaining records, ensuring renewal dates are met
- Manage staff funds and arranging gifts etc
- First Aider

#### Other Administrative Duties

- Maintain and update the school website maintaining the quality and integrity of web content
- Be confident in the use of social media and manage day-to-day social media channels by posting engaging content and stories, and monitoring social media channels, ensuring channels are kept updated and social conversations maintained



- Responsible for the photography required to ensure that we have a library of photographs of all key school events and activities, and that these photographs are utilised appropriately in our publications, online presence and in press releases
- Update school digital signage
- Create and publish newsletters sourcing content to include within the regular newsletters, compiling the copy and ensuring the newsletters are distributed
- Create school surveys as required
- Regularly issue communications on behalf of the school, for example on ParentPay, Twitter and other online media.
- Review and update school diary / calendar/ planners
- Support leadership teams and Headteacher PA to organise a wide range of events including - parents evenings; open evenings; student vaccinations; Y11 ball and year book; Year 9 options evening display & information; annual sponsored walk; school photographer; reward trip for each key stage; concerts and other musical events
- Play an administrative support role in the delivery and development of all school events
- The job demands flexibility/ adaptation to changing/ conflicting priorities and deadlines, some of which are outside of their control ensuring the smooth day to day running of all school activities.
- This will include being a central point of contact for all staff regarding some school events, ensuring these events are organised and delivered with the required resources and documentation.

*The list of duties in your job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.*