

Post Title:	Human Resources Administrator
Job Purpose:	<p>To contribute to teaching and learning in the school by taking responsibility for the operation and continuing development of efficient and effective human resources administration, working in accordance with our personnel policies and any currently applicable schedules.</p> <p>To liaise with the central St. Clare Catholic Multi Academy Trust HR and Payroll team.</p> <p>To implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as learning and caring community committed to following Christ's teaching.</p>
Responsible to:	Headteacher, Notre Dame High School
Responsible for:	N/a
Internal Working Relationships:	Headteacher, Leadership Team and Shared Services Team Managers
External Working Relationships:	Department for Education, Local Authorities, Internal and External Auditors, Contractors and Suppliers, Partner Academies.
Hours of Work:	37 Hours per week – Term Time Only
Grade and Range of Post:	Scale 5 £29,093 - £31,586 p.a. pro rata.
Current Base:	Hallam Pastoral Centre (with deployment at Notre Dame High School) or at any premises used from time to time by St Clare CMAT, unless your duties take you elsewhere. St Clare CMAT reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.
Disclosure Level:	This post is subject to an enhanced DBS check including Children's Barred List check
Main / Core Duties:	<p>To contribute to teaching and learning in the school by taking responsibility for the operation and continuing development of efficient and effective human resources administration, working in accordance with our personnel policies and any currently applicable schedules.</p> <p>Liaising with the central St. Clare Catholic Multi Academy Trust HR and Payroll team.</p> <p>To implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as learning and caring community committed to following Christ's teaching.</p>

Effective Administration of:	<p><b>Recruitment and appointment processes including:</b></p> <p>Submit authorisation to recruit / change to contract requests and follow up outcome</p> <p>Keep an accurate record of recruitment/change requests</p> <p>Advertise job roles</p> <p>Arrange interviews/selection processes including being involved with selection activities</p> <p>Request references</p> <p>Facilitate selection processes on the day</p> <p>Administer ALL pre-recruitment checks i.e., DBS/Prohibition Order/Online etc.</p> <p>Issue Contracts of Employment /New Starter documentation</p> <p>Maintain the School's Single Central Record for employees, keeping up to date with changes and sharing these as appropriate</p> <p>Ensure probationary period assessment meetings are held as required and associated action followed up</p> <p>Prepare staffing information for reports to the Local Academy Committee</p> <p>Record/report on trends in recruitment and selection.</p> <p><b>Payroll:</b></p> <p>Compile paperwork for pay changes accurately and in accordance with payroll processing timescales.</p> <p>Confirm ad hoc pay changes/changes to contract to employees by letter</p> <p>Confirm details of annual incremental progressions</p> <p><b>Performance Management Processes and Incremental Progression:</b></p> <p>Keep paperwork updated and issue accordingly during the year.</p> <p>Record completion and return of paperwork</p> <p>Confirm outcomes of performance management processes to employees.</p> <p><b>Annual Workforce Census:</b></p> <p>Keep accurate records as required for the Workforce Census</p> <p>Prepare and submit this return to the DfE, currently in November annually, using the school's MIS.</p> <p><b>Sickness Absence:</b></p> <p>Ensure all paperwork is completed in a timely manner i.e., self-certificates / return to work interviews and is correctly recorded on the school's MIS.</p> <p>Submit Occupational Health referrals</p> <p>Support with the organisation / facilitation of phased return to work arrangements</p> <p>Highlight areas of concerns to the Headteacher for further investigation</p> <p>Monitor sickness absence triggers and prepare sickness absences meeting paperwork</p>

	<p><b>Disciplinary and Grievance Procedures:</b> Prepare paperwork for investigation/disciplinary meetings Arrange and facilitate meetings including taking notes</p> <p><b>Contractual and Occupational Schemes such as:</b> Annual leave entitlements Maternity leave Paternity leave Parental leave Shared Parental leave Sickness absence Flexible working Leave of absence</p> <p><b>Leavers</b> Administer leaver processes Arrange and conduct meetings with leavers, completing associated paperwork Provide reports to the leadership on reasons for leaving etc.</p> <p><b>Training</b> Ensure new starters complete required training on commencement of employment Keep accurate training records for all staff, ensuring staff complete relevant training in a timely manner, following up accordingly. Ensure all compliance training is completed and renewed as appropriate.</p> <p>To arrange and organise the new starter induction day/meetings.</p> <p>To conduct personnel – payroll information audits, reporting on and responding to any discrepancies.</p> <p>Ongoing maintenance of HR MIS Information System and employee files.</p>
Other:	To be a fire warden and carry out duties in connection with this role (training provided).
General:	The postholder will also be required to work across other areas in school to provide support as required i.e., with admin systems/student supervision/exam invigilation etc.
Other Specific Responsibilities:	To contribute to the overall aims and objectives of St Clare by ensuring the core values are exemplified in your attitude, language and behaviour. To continue personal development in areas relevant to your role and to participate in staff performance management and appraisal reviews.

General Statement:	This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder.
Safeguarding:	St Clare 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 and individually take responsibility for doing so.
Date:	May 2025