JOB DESCRIPTION

Job Title: HR Administrator
Accountable to: HR Manager
Grade: GRADE 4 (Points 9 -14)
Based: Copleston High School

Purpose of the job

- To support the HR Manager to deliver an effective and efficient HR service to Copleston High School
- To undertake a wide range of HR and payroll related activities under the direction on the HR Manager

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

HR Administration - General

- Liaise with the Trust's payroll provider to support all HR activity, including input of instructions on the Trust's HR / Payroll information systems
- Assist with pre-payroll checks
- Process casual and overtime claims for payment, ensuring that the information is correct;
- Administer childcare voucher schemes
- Produce reports as required
- Ensure that personnel files are set up and well maintained in accordance with GDPR requirements
- Ensure the accurate and GDPR compliant recording and updating of staff information using both manual and computerised records, including SIMS, the Trust's HR / Payroll information systems and SCR
- Sort incoming and outgoing mail and maintaining necessary records concerning HR
- Ensure that deadlines are met for the completion and return of information for payroll

HR Administration – Before employment

- Arrange adverts in conjunction with the HR Manager; liaise with the Trust HR Team on placing adverts on the Trust website; deal with recruitment requests and applications and invite candidates to interview
- Prepare/collate paperwork (for line managers) relating to recruitment including printing application forms, removing relevant sections for shortlisting, examining forms to identify anything that should be noted for shortlisting e.g. employment gaps, reasons for leaving, any disability
- Issue recruitment packs and set up arrangements for interviews as required
- Ensure that all pre-employment checks are carried out effectively and in accordance with safeguarding and GDPR requirements (DBS, references etc.)
- Prepare offer letters and contracts as required

HR Administration – During employment

- Organise probationary period reviews for support staff and maintain systems and procedures for performance management
- Ensure sickness forms are received and that absence is input and recorded on SIMS and the Trust's HR / Payroll system; produce individual absence reports as required
- Liaise with HR Manager to ensure staffing changes are implemented in a timely manner; prepare contract variation letters as required
- Assist in the induction of new support staff
- Prepare, update and distribute job descriptions for individual members of staff
- Deal with a wide range of enquiries
- Contribute to Identifying and setting up appropriate procedures within the office

- Attend and take minutes at meetings, as required
- Act as a point of contact in dealing with HR issues and enquiries, referring on to more senior staff as appropriate
- Generate and produce correspondence as required

HR Administration – After employment
- Ensure leavers are processed in a timely manner
- Archive leavers files
- Provide line managers and school leaders with reference request information as needed for those who have left the school
- Draft straightforward resignation letters as requested

General
- To liaise with safeguarding officers in accordance with school policy if and when appropriate
- Ensure that all HR administrative activities are carried out in accordance with Trust policy and procedure
- Maintain high levels of confidentiality and integrity at all times
- Perform miscellaneous job-related duties as assigned

This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature/level undertaken within the school are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of organisational changes, new legislation, changes in technology or policy changes; appropriate training may be given to enable the post-holder to undertake this new/varied work.

September 2024

Signature …………………………………………………………………………………… Date ……………………..
                 (Principal)

Signature …………………………………………………………………………………… Date …………………………

'The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'

Personnel/JDs/HR Administrator – Sept 24

Person Specification

Area	Criteria	Essential	Desirable
Education/Qualifications	Good general education including GCSE English and Mathematics or equivalent	√	
	HR Qualification (C.I.P.D. Level 3 Certificate or above) is highly desirable		√
Knowledge/Experience	Two years' experience in Administration	√	
	Experience of working in an HR environment		√
	Experience of working in a school		√
	Good ICT skills including Microsoft Office	√	
Skills/Abilities	Very good communication skills both written and oral	√	
	An eye for detail and high levels of accuracy	√	
	The ability to work under pressure and to respond to shifting priorities	√	
	Well-developed administration skills	√	
	The ability to work as part of a team and also to exercise initiative	√	
	The ability to respect confidentiality to a high degree	√	
Other	Positive attitude and friendly disposition	√	
	Genuine interest in people	√	