



HR Administrator

Job Description

Permanent

20-25 hours per week

Reporting to the HR Manager. You will provide administrative support to the HR Advisor and HR Manager. Experience in an HR department is preferred. The role would also suit a new graduate looking to start their HR career. Excellent communication skills with an attention to detail is essential. As HR Advisor your specific responsibilities will include:

1. Support the HR department in providing a full recruitment service to the school.
2. Preparation of offer letters, contracts of employment and other documents using standard documents available.
3. Undertake vetting checks for staff and volunteers which includes references, checking the right to work in the UK and DBS checks; advising the relevant line manager when a member of staff is cleared to start work.
4. Production and follow up of probation and appraisal (performance review and development) documentation to ensure these processes are carried out within the required timescales.
5. Creation of documentation associated with changes in staff contracts once approval has been received.
6. Ensuring the Human Resources System (iSAMS) is up to date for all new starters, changes, leavers etc.
7. Input of data associated with timesheets, sickness absence, annual leave requests and any other data in a timely manner.
8. Input employee details and changes into the benefits platform for private medical care
9. Running of regular reports from the human resources system as required by the HR Manager.
10. To take minutes at meetings, investigations and hearings as required.
11. Undertaking of routine administrative duties including photocopying, dealing with incoming and outgoing mail, ordering stationary and equipment.
12. Maintenance of the human resources filing system, including both current and leavers files and archiving documents as required.
13. To undertake other duties and responsibilities as required commensurate with the level of the position.

Person specification

	Essential	Desirable
Knowledge of Absence reporting	X	
Good understanding and familiarity with human resources procedures, including recruitment and contractual documentation	X	
Excellent interpersonal skills; tact and diplomacy in dealing with a wide range of people and personalities.	X	
Good communication skills, both written and oral, with the ability to convey the professional image and ethos of the school.	X	
Highly organised, accurate and detail conscious.	X	
High level of professionalism and integrity with the ability to remain calm and cope under pressure.	X	
Ability to hold confidences, to work with a high level of confidentiality and discretion	X	
Ability to work within a small team, within prescribed guidelines and using own initiative.	X	
Ability to organise and prioritise conflicting tasks, meet tight deadlines and work effectively under pressure.	X	
Ability to maintain effective administrative systems.	X	
Experience of working within an education setting		X
An understanding of the concept of internal and external customer services and the importance of providing this to ensure a successful school.		X
Knowledge and experience of compliance issues in education.		X
An understanding of safeguarding issues.		X

Skills & Qualifications

CIPD qualified to level 5		X
Knowledge and experience of working with Microsoft packages especially word and excel	X	
Knowledge of HR Systems		X

This is not an exhaustive job description and may be subject to change according to the needs and development of the role. It is expected that the post holder may undertake other duties as may be reasonably be requested by the HR Manager.