

LINDEN LODGE SCHOOL

Job Description



Job Title: HR Administrator
Accountable to: HR Advisor
Grade: Scale 4

CONTEXT

Responsible under the instruction of the HR Advisor to provide general administrative HR support to the department and the school.

The post holder will work within the HR team to provide an efficient and approachable HR service to the wider staff group. They will undertake a wide range of administrative duties that will play a pivotal role in the operation of the HR department.

Recruitment & Pre-Employment Checks

- Assist in the recruitment process including (but not limited to) processing and checking application forms, sending interview invites, preparing interview packs for panel members, requesting and verifying references etc
- Assist with the processing and verification of DBS checks
- Assist with processing new staff information ensuring all information is complete
- Inputting new starter information onto school systems including (but not limited to) SIMS
- Undertake all pre-employment checks under the supervision of the HR Advisor
- Assist with the organisation of new staff induction process
- Create and maintain staff files in accordance with Ofsted and Audit requirements
- Prepare and issue employment contracts for new starters and changes of position.

Employee Relations

- Prepare bundles/packs for formal meetings as required
- Take notes at all HR meetings, as required by the HR Advisor/Co-Headteachers
- Co-ordinate any external invites that may need to be prepared for formal meetings.
- Ensure any key documents for formal hearings are sent to all parties within the required timeframes.

Administrative Duties

- Provide general administrative support including (but not limited to) photocopying, filing, completing standard forms, respond to routine correspondence etc
- Preparing and monitoring of the annual staff document pack in conjunction with the HR Advisor
- Undertake typing and word-processing and other IT based tasks
- Undertake routine administration of manual and electronic staff personnel files.
- Monitor HR inboxes and answer/escalate queries as appropriate
- Undertake general financial administration related to the department
- Produce lists, information and data as required

Absence Management and Punctuality

- Assist with monitoring and maintaining absence data
- Assist with ensuring that the Absence procedure is followed by checking the correct information is received
- Assist with Inputting staff absence ensuring that the information correct and checked
- Produce reports on punctuality, absence triggers etc; alerting the HR Advisor when a person hits a trigger
- Assist with monitoring of staff punctuality in conjunction with the HR Advisor

General Duties

- Work to school's policies and procedures, particularly in regard to equal opportunities, health and safety and confidentiality
- Demonstrate professional accountability at all times
- Provide general advice and guidance to staff and others within the limitations of knowledge and position within the organisation
- Undertake other reasonable duties commensurate with the post and grade that may be required of you

Safeguarding

Be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation

Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role

	Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection
<i>Leadership</i>	To work under overall supervision of the Co-Headteachers
<i>CPD</i>	Commitment to own continued professional development and to undertake mandatory training as required
<i>Service and Self Review</i>	Participate in the School's Self Review of performance
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and users at all times
<i>Supporting other colleagues</i>	Work with and support other colleagues to ensure the smooth and effective running of the School
GENERAL DETAILS <p>Although this role is usually operated within standard office hours, as we are a residential special school there may, on occasion, be a requirement to work outside of normal office hours and/or work additional hours to satisfy the requirements of the role.</p> <p>Wherever possible, advance notice of work outside standard office hours will be given. If this results in additional hours having to be worked, these will be compensated in the form of Time Off in Lieu (TOIL) which can be agreed with your line manager and/or the Co-Headteachers.</p>	
REVIEW <p>This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.</p>	