**JOB DESCRIPTION**

Job Title: **HR Administrator**

Job Purpose: to provide administrative support to the HR Department and Head of Management Services as required.

Responsible to: Director of Human Resources/Head of Management Services

Other functional All SLT, Principal, Headteachers of Primary Schools and the Accounts & Payroll Manager, HR Co-ordinator

**Job Purpose:**

Under the guidance of the Director of HR to assist with and be responsible for a range of tasks to ensure that deadlines and targets are met by the department.

To provide administration support to both the Director of HR and the HR Co-ordinator as and when required – and in particular during heavy periods of interviewing and appointments.

Under the guidance of the HMS – to ensure that all absences are entered onto the systems in order to provide a clear report for both payroll and absence recording and reporting requirements. Ensuring all data is recorded in a timely manner for weekly/ monthly/termly reports.

To ensure that all administrative procedures and routines are adhered to under the direction of the Director of HR/HMS.

**MAIN ACTIVITIES AND RESPONSIBILITIES**

Under the day to day direction of the Director of HR:

**General Day to Day Responsibilities**

* To take responsibility for the Single Central Record [encompassing DBS checks set up and to include the three-yearly renewals for employees. To ensure accuracy of information and timely provision of a fully completed and signed document on a termly basis– meeting deadlines, compliance and provision to Governors, Auditors, Ofsted and other authorised agencies on request.
* To ensure all electronic applications are recorded and sent to recruitment panels for shortlisting by closing dates, this will included photocopying application forms and interview paperwork, ordering refreshments, booking rooms as required.
* To assist with arranging New Staff Induction [ie booking rooms, refreshments etc]
* To ensure a constant supply of all forms and documents required in the HR department.
* To take responsibility for the checking and validating of applicants/employees ID documentation for employment, right to work and DBS requirements and updating recruitment checklists
* To assist with data entry onto the SIMS system in respect of new staff as required.
* To assist with the maintaining and updating all employment records and checklists
* To assist with the preparation of starters and leavers documentation as required
* To ensure the prompt processing and checking of invoices received for DBS checks for payment

**Staff Absences**

Under the guidance of the HMS and HR department:

* To provide administrative support for the Graveney Trust’s absence reporting procedures.
* To enter details of absences for all staff – both teaching and support
* To provide timely reports for both payroll and absence monitoring reviews – ensuring data is up to date and accurate.
* To provide line managers with details of sickness and the documentation for review.
* To provide the HMS with details of staff who have breached/exceeded the discretionary paid ‘special’ leave in the rolling year.
* Ensuring all Absence requests/Return to Work forms are completed, received and recorded as appropriate – and duly authorised by HMS before posting.
* Any other duties deemed to be commensurate with this post – which may include but is not limited to:
* Opening and distributing the post
* Taking photo images of employees and arranging ID badges
* Assisting with the appraisal process
* Any other duties deemed to be commensurate with the post.

**Child Protection**

* To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the potholder’s role within the school.
* To also be fully aware of the principles of safeguarding as they apply to children and young adults in relation to the potholder’s role.
* To ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the potholder may have in relation to safeguarding and/or child protection.

**PERSON SPECIFICATION**

* Experience of working in an HR department desirable but not essential.
* Excellent communication skills both verbally and in writing
* Be able to work systematically, and methodically with accuracy and attention to detail
* Good personal organisational skills and to be able to follow direction.
* Ability to meet deadlines and remain calm under pressure
* High levels of IT literacy including Microsoft Outlook, Excel and Word
* Ability to handle sensitive and confidential information.
* Willing to work flexibly and adapt to changing priorities
* Ability to demonstrate the ability to work as part of a team
* Experience of working in a busy school environment desirable but not essential.