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**JOB DESCRIPTION AND PERSON SPECIFICATION**

**SENIOR ADMINISTRATOR AND HR OFFICER**

**Role:** Senior Administrator and HR Officer

**Responsible to:** The headteacher(s) and the school business manager

**Location:**  Belleville Primary School (Webb’s Road SW11 6PR and Meteor Street SW11 5NZ)

**Hours:** Monday to Friday, 36 hours per week. 43 weeks per year (term time plus 4 weeks). Holiday is not to be taken during term time and applicants must be able to work some specified weeks in the school holidays.

**Grade and salary:** Scale 5/6 point 13 to 22, £27,024 to £31,731 (actual pro rata salary range for 43 weeks is £26,168 to £30,726; this may be adjusted depending on length of service and annual leave entitlement).

**MAIN PURPOSE OF THE ROLE**

To oversee and take day-to-day responsibility for the administration of school recruitment, human resources and payroll duties, as well as general administrative support to the headteachers and their senior leadership team.

**RESPONSIBILITIES**

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| **Support to the school Senior Leadership Team (SLT)** |
| **To provide administrative and organisational support to the SLT, by**:* Maintaining diaries, arranging appointments and caring for their visitors.
* Maintaining clear, effective and up-to-date filing, records and other systems.
* Sorting and prioritising post and dealing with telephone calls for the headteacher(s).
* Taking notes at meetings.
* Undertaking administrative tasks as required by the senior leadership team.
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| **Recruitment and vetting** |
| **To organise recruitment of school staff and volunteers,** **by:*** Acting as a contact point for applicants and recruiting managers for any vacancies.
* Managing the administration of the recruitment process, from advertisement to appointment.
* Working with the heads and trust central team to develop and maintain applicant packs, including advertisements, job descriptions, person specifications and information for all roles.
* Supporting interview processes, including being part of an interview panel when required.
* Liaising with the trust’s HR support service to ensure all recruitment documentation and procedures are compliant with legal and HR requirements and the school/trust HR policies.
* Ensuring all documentation relating to recruitment is stored appropriately, including in staff files.
* Undertaking pre-employment checks (such as DBS, identity and qualifications), and issuing and filing documentation as required, including requesting, following up and verifying references.
* Maintaining the school’s Single Central Record of recruitment and vetting checks, and ensuring it is regularly monitored by relevant senior staff in line with current legislation.
* Taking a lead role in overseeing all elements of Safer Recruitment, as referred to in DfE legislation.
* Ensuring contracts are developed, checked and signed before a new employee’s start date.
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| **Personnel/Human Resources**  |
| **To manage the school’s Human Resources administration, with the support of the trust’s HR service, by:*** Developing and maintaining clear and efficient administrative processes for all HR activities and ensure these are accessible by the senior leadership team.
* Managing manual and computerised records and information systems, to ensure all HR and personnel information is regularly updated.
* Providing support on day to day HR queries and matters to staff across the school.
* Administering and advising, where appropriate, on complex procedures such as occupational health referrals, grievances, disciplinary and other sensitive issues, discreetly and professionally.
* Being responsible, with support from the business manager/director of finance, for the School Workforce Census and any personnel requirements of the School Pupil Census.
* Ensuring all HR related documentation is in place and distributed as appropriate, including offer letters, contracts, job descriptions.
* Managing all staff HR files, in line with trust procedures for HR, recruitment and data protection.
* Logging and maintaining staff absence data.
* Monitoring staff absence and support line managers in addressing absence issues, including the processing of return to work forms.
* Taking guidance and direction from the trust’s director of operations and the trust’s HR service provider, in relation to HR and personnel matters, processes and procedures.
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| **Payroll administration**  |
| **To support the trust’s payroll provider to manage the processing of all payroll duties, by:*** Ensuring payroll arrangements are in place before each new employee’s start date.
* Liaising regularly with the payroll provider, informing them in a timely manner of any contractual changes and ad-hoc variations such as unpaid leave, maternity/paternity pay, overtime etc.
* Supporting staff with day-to-day payroll queries.
* Being proactive in obtaining, following up and checking any details required for payroll.
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| **Data and reporting** |
| **To maintain, analyse and evaluate information and produce reports/data as required, by:*** Ensuring all staff databases (including SIMs, StaffSafe and the Single Central Record of staff vetting checks) are up-to-date and accurate, ready for checking at any time by senior staff.
* Completing statutory external reports and returns, such as the annual school staff census.
* Providing reports to the headteacher(s), local governors and the trust’s central team on staff numbers, staff absence and staff turnover, when requested.
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| **General school tasks**  |
| **To support the day-to-day functions of the school, and support your colleagues, by:*** Keeping office space tidy, professional and in good order.
* Keeping records (both computerised and paper based) in accordance with data retention and data protection policies, ensuring information security and confidentiality at all times.
* Occasional front-of-house/reception duties to support busy periods and cover absence.
* Contributing towards the planning and development of office systems and procedures.
* Supporting the training and development of other staff within the school.
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| **Ethos, behaviour and welfare**  |
| **To support the trust in ensuring a safe, inclusive and supportive environment, by:*** Sharing a commitment to the vision and aims of the trust.
* Valuing individuals and being supportive of colleagues.
* Helping to maintain high morale and confidence by setting an example of high standards and professionalism at work.
* Promoting the safety and well-being of all pupils and staff; understanding and undertaking the duties and responsibilities outlined in the trust’s safeguarding policy and code of conduct.
* Ensuring that any Child Protection, Safeguarding, Health & Safety or Data Protection issues are reported promptly to the appropriate person, in accordance with school policies.
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| **Other**  |
| * To undertake any other duties commensurate with the post as reasonably delegated by the headteacher(s) or the school business manager.
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This job description may be amended at any time following discussion between the headteacher or business manager and the member of staff.

**PERSON SPECIFICATION**

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|  | **Essential** | **Desired** |
| **Qualifications** |  |  |
| Literacy: GCSE English A\*-C (or equivalent)  | ✓ |  |
| Numeracy: GCSE Maths A\*-C (or equivalent) | ✓ |  |
| NVQ level 3 (or equivalent) | ✓ |  |
| Holds or is working towards an HR qualification  |  | ✓ |
| **Experience** |  |  |
| Administrative experience within a busy office environment  | ✓ |  |
| Senior level administrative experience within a busy office environment  |  | ✓ |
| Experience of developing, managing and operating administrative systems | ✓ |  |
| Experience of working in a human resources (HR)/personnel support role  |  | ✓ |
| Experience of managing staff recruitment processes |  | ✓ |
| Experience of maintaining, analysing and reporting data |  | ✓ |
| Experience of working within a state-funded school |  | ✓ |
| Experience of school management systems such as SIMs |  | ✓ |
| **Skills and abilities** |  |  |
| Good IT and computer skills  | ✓ |  |
| Strong interpersonal skills | ✓ |  |
| Excellent attention to detail | ✓ |  |
| Ability to communicate effectively both orally and in writing  | ✓ |  |
| Ability to confidently use office technology such as printers and copiers | ✓ |  |
| Ability to maintain data records with accuracy and confidentiality  | ✓ |  |
| Ability to understand and follow agreed policies, procedures and systems  | ✓ |  |
| Ability to recognise, value and build on others’ good practice | ✓ |  |
| Ability to use initiative, be proactive and take responsibility for decisions | ✓ |  |
| Ability to challenge own work and that of others | ✓ |  |
| Ability to plan, organise and prioritise | ✓ |  |
| Ability to work collaboratively with colleagues as part of a team | ✓ |  |
| Ability to produce data/information/compliance reports  | ✓ |  |
| **Personal Qualities** |  |  |
| Punctual, professional, accurate, efficient and thorough | ✓ |  |
| A team player, willing to play an active role in the school and trust community | ✓ |  |
| Able to contribute to the overall ethos, work and aims of the trust | ✓ |  |
| High motivation, energy and enthusiasm | ✓ |  |
| High personal standards and aspirations | ✓ |  |
| Pro-active approach to work  | ✓ |  |
| Positive approach to change | ✓ |  |
| Manages pressure with resilience and flexibility | ✓ |  |
| Reliable and self-reliant | ✓ |  |
| Engaging and approachable  | ✓ |  |
| Keen to train and embrace professional development opportunities | ✓ |  |
| Respectful of the principles of Equal Opportunities | ✓ |  |
| A relentless drive for improvement, excellence and equality  | ✓ |  |