



Responsibility Profile - HR Administrator

Description

Post Title: School HR Administrator

Salary/Grade: LP-6

Location: Kings College Guildford

Job Purpose

- To provide an effective internal HR function around safer recruitment and managing staff contracts and files, in liaison with Learning Partners Academy Trust HR team where necessary
- To be the school liaison with the central Trust team on HR matters
- To manage, update and maintain the Single Central Record (SCR) for the school
- To provide administrative support to the office team, in particular for the Gym and Sports Hub

Organisational Relationship

Directly responsible to the School Business Manager

Main Duties:

The principle accountabilities of the role are set out below but they are not intended to reflect an exhaustive list of duties.

HR

- To co-ordinate recruitment of teaching and support staff, including placing advertisements, contacts, references, DBS, OH, online checks and communications
- Assist in the recruitment process
- Liaise with recruitment agencies
- Set up interviews and issue relevant correspondence
- Administer HR related documentation, such as contracts of employment
- Provide first-line HR advice to staff, ensuring compliance with HR policies and procedures
- To manage staff personnel files, online & paper, ensuring they contain all the safer recruitment documents required
- To manage HR data in line with GDPR policies and be responsible for the HR archives online/in situ
- To update and manage the SCR, moving to a new LP template, to ensure statutory requirements are fulfilled
- To compile staff data/information as requested, including annual pay letters
- Be the first point of contact for any queries from staff or applicants regarding HR issues: contracts, school policies, sickness & absence, OH referrals, references
- Liaise with SLT and line managers with regard to managing HR issues relating to staff – OH referrals, absence management, maternity/paternity leave
- To participate and administer the college Performance Management/Staff Appraisal Scheme
- To act as the HR liaison with the central LP team to ensure positive communication and timely completion of requirements

Census:

- To manage and complete the annual School Workforce Census (SAMPeople), resolving queries and errors as required
- To manage, complete and submit the termly Pupil School Census, (SIMS) resolving queries and errors as required

Administration:

- To support Reception/office administration with whole school tasks where needed
- To co-ordinate the SLT calendar, keeping it up to date and providing administration assistance
- To provide specific HR/administrative support to the Sports Hub/Gym team
- Manage external contractor safeguarding checks
- Manage whole school policies administration - updating files, maintaining policy update records, and coordinating updates and reviews with responsible SLT and staff

Additional Duties

- To attend training and induction courses as required
- To adhere to health & safety regulations, and take on role as a Fire Warden
- To participate in appropriate meetings with colleagues as required
- To adhere to and promote college policies on equal opportunities and race equality
- A commitment to safeguarding and promoting the welfare of children and young people

Working Time

This is a part time, permanent post for 28 hours per week, 39 weeks a year.

General

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This job description is current at the date shown but following consultation with you, may be changed by leadership to reflect changes in the job which are commensurate with the salary and job title.

January 2023



Person Specification

	Essential	Highly Desirable
Qualifications/ Experience	<ul style="list-style-type: none"> ▪ Level 3 qualifications e.g. A level ▪ GCSE pass (4) in English & maths (Or equivalent) ▪ Additional higher level business related qualification or equivalent experience ▪ Previous extensive experience in a complex administrative/PA role ▪ High level working knowledge of SIMS or other HR databases (SAM people/Arbor), Excel and Word ▪ Excellent communication skills both written and verbal. ▪ People management skills ▪ Strong proof reading skills 	<ul style="list-style-type: none"> ▪ Previous experience in an HR role ▪ Safer recruitment trained ▪ Previous experience of managing SCR/ DBS checks ▪ Working knowledge of School safeguarding procedures
Professional Qualities	<ul style="list-style-type: none"> ▪ Ability to manage competing priorities and meet deadlines in a calm and efficient manner ▪ Ability to design and implement administrative processes ▪ Ability to formulate ideas and solutions ▪ Demonstrate effective verbal and written communication skills ▪ Strong secretarial skills ▪ Ability to support and motivate other team members ▪ Committed to safeguarding and promoting the welfare of children and young people 	
Personal Qualities	<ul style="list-style-type: none"> ▪ Vision and personal drive ▪ Dedication and commitment to the role and the School ▪ Attention to detail and accuracy ▪ Ability to work well under pressure ▪ Ability to work proactively in order to support the workload ▪ Personal presence, confidence, patience, sensitivity and maturity of approach ▪ A professional approach supported with a due regard for discretion and the need for confidentiality ▪ Ability to respond flexibly and adapt to changing and challenging circumstances 	

Training can be provided on specialist areas of the role including safer recruitment, SCR management, SIMS and SAMPeople.