



Responsibility Profile - HR Administrator

Description

Post Title: HR Administrator

Salary/Grade: LP-6

Location: Kings College -Guildford

Line manager: School Business manager

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 safeguarding admin support to the SLT and lead DSL, in particular managing the SCR for the School, and managing safeguarding letters for contractors and visitors

Organisational Relationship

Directly responsible to the School Business Manager

Main Duties:

The principal 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 communication, using SAMP people Face -Ed.
- Assist in the recruitment process
- Liaise with Recruitment & Supply agencies
- Set up interviews and issue relevant correspondence
- Interview candidates
- Draft & administer HR related documentation, such as contracts of employment, contract changes etc
- Manage staff induction /& oversee the probation process for new starters
- 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 compile staff data/information for LPAT/ Principal 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
- Log and monitor staff absences in the HR system and organise attendance management meetings in line with the trust staff absence management policy.
- Liaise with SLT and line managers with regard to managing HR issues relating to staff – OH referrals, absence management, maternity/paternity leave, disciplinary procedure
- 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, (Bromcom) resolving queries and errors as required

School Safeguarding :

- To update and manage the SCR to ensure statutory requirements are fulfilled
- Request and collect safeguarding documentation from relevant external parties and ensure records are appropriately filed and maintained within the SCR
- Manage external Contractor & Visitor safeguarding checks
- Coordinate and deliver mandatory annual Safeguarding and H&S compliance and staff induction training, ensuring all training records are accurately recorded and regularly updated

Workforce Census:

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

Administration:

- To support Reception/office administration with whole school tasks where needed on an adhoc basis
- Manage whole school policy administration - updating files, maintaining policy update records, and coordinating updates and reviews with responsible SLT and staff

Additional Duties

- To attend Trust /School 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
- To attend Trust HR meetings

Working Time

This is a part time, permanent post for 27.5 hours per week, 39 weeks a year. Term time only Monday – Friday. 8.30am – 2.30pm

Occasional flexibility in working hours required, with time worked in lieu, to accommodate the recruiting/ inset training schedules of the school

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.



Person Specification

	Essential	Highly Desirable
Qualifications/ Experience	<ul style="list-style-type: none"> ▪ Level 3 qualifications e.g. A level ▪ GCSE pass (5) in English & maths (Or equivalent) ▪ Additional higher-level HR/business related qualification or equivalent experience ▪ Previous extensive experience in a complex administrative role ▪ Working knowledge of School MIS systems - Bromcom or other HR databases (SAM people/Arbor), Excel and Word ▪ Excellent communication skills both written and verbal. ▪ Teamworking skills ▪ Strong proof reading skills 	<ul style="list-style-type: none"> ▪ Previous experience in an HR role ▪ CIPD 5 or working towards ▪ Safer recruitment trained ▪ Previous experience of managing SCR/ DBS checks ▪ Working knowledge of School safeguarding procedures ▪ Payroll knowledge
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 HR administrative processes ▪ Ability to formulate ideas and solutions ▪ Demonstrate effective verbal and written communication skills ▪ Strong administrative 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 ▪ A professional approach, with a high regard for discretion and the need for confidentiality ▪ Ability to work proactively in order to support the workload ▪ Personal presence, confidence, patience, Attention to detail and accuracy ▪ Ability to work well under pressure ▪ Sensitivity and maturity of approach ▪ 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, Bromcom and SAMPeople.

May 2026