

Thetford Grammar School

HR Administrator



Job Description

REPORTS TO	Head
HOURS OF WORK etc.	£20,870 pa <i>pro rata</i> £16,921 30 hours per week 5 weeks annual holiday (please note this is not a term time only role)

MAIN PURPOSE OF JOB

To provide efficient and effective HR and general administrative duties in accordance with the School's policies and procedures; ensuring compliance with all relevant legislation and maintaining confidentiality and high professional standards at all times.

MAIN DUTIES AND RESPONSIBILITIES

Recruitment

- Administer the arrangements for all staff appointments including: job application packs and person specifications, advertisements, organising interview days, arranging pre-employment checks;
- Ensuring adherence to Safer Recruitment Guidelines and issuing letters of appointment and employment information to staff, as required;
- Ensuring the job descriptions and personal specifications are up-to-date and reflect the school's needs;
- Carry out equal opportunities monitoring of recruitment, providing reports to the Senior Management Team.

HR/Personnel Records

- Ensure DBS checks and the Single Central Record are up to date and accurate for all staff, in line with statutory and regulatory guidelines.
- Maintain personnel files for all staff and ensure that the HR records are kept up to date.
- Process all paperwork for staff changes i.e. Starters, Leavers, Maternity, Paternity and preparation of monthly report in respect of payroll.
- Provide accurate management information as and when required.
- Ensure compliance with the Data Protection and the Freedom of Information Acts for all staff records.

Safeguarding (in addition to points above)

- Together with Head and Designated Safeguarding Lead ensure all records for safeguarding are accurate and up to date and assist in organising training as required.

Absence Management

- Maintain absences records for internal and payroll purposes and returns, producing monthly report for Senior Management Team.
- Co-ordinate return to work interviews for all staff ensuring that these are carried out by line managers as appropriate.

General Duties and Responsibilities

- Providing general administrative support to the Head as required.
- Provide occasional telephone and reception support, in the absence of front office staff due to illness and holidays.
- Any other reasonable duties as requested by the Head.

TO BE AWARE OF

- All school employees must be aware of the need for ensuring safeguarding and child welfare arrangements for the school and its pupils. The school will require you to undertake a check of criminal records under the DBS system.
- The school will require you to undergo safeguarding training and participate in training and development activities relevant to the post.

PERSON SPECIFICATION Essential:

- Experience of working in an HR environment and providing administrative support
- Strong ICT, numeracy and literacy skills
- Good communication skills - both oral and written
- Good organisation and time management skills
- Positive, enthusiastic, energetic and reliable
- A friendly approach and professional manner and appearance
- Flexible and able to work as part of a team but also unsupervised
- Able to build effective and supportive working relationships with colleagues.

Desirable:

- Knowledge of policies and procedures relating to child protection, health and safety, data protection, etc.