



Job Title	Human Resources Administrator
Date	June 2022
Department	Human Resources
Reports to	Human Resources Manager

Purpose of the Role

Provide a support function, as part of the HR department, and carry out the day to day operational activities relating to the full onboarding process to include all aspects of the recruitment cycle through to documentation and induction ensuring full compliance with all aspects of safer recruitment. Be the first line of advice for all day to day HR queries that relate to people processes and policies.

Support line managers with general employee relations and act as note taker during formal meetings, working in conjunction with the HR Manager.

Support the delivery of projects across a wide array of subject areas as part of the delivery of the HR strategy.

Departmental Information

The department consists of a part time HR Manager and a full time HR Administrator. Support is provided to both junior and senior schools and all support staff, with a head count in excess of 200, including contractors and volunteers.

The whole school uses iSAMS as a database for both staff and pupil data but in the short term the department will move towards the implementation of a dedicated HRIS in order to streamline the onboarding process

Main tasks and responsibilities

Recruitment

Ensure safer recruitment procedures are followed at all times in respect of the recruitment of staff and volunteers in line with school policies, ISI commentary & Keeping Children Safe in Education.

Assist managers in the preparation of job descriptions and adverts, ensuring they are fit for purpose and meet all requirements in terms of best practice and equality legislation.

Under the direction of the HR Manager, ensure all roles are effectively and efficiently advertised and planned in around stakeholder availability.

Follow the agreed process for managing candidates, references, timetables for selection days and ad-hoc requirements that are role dependent.

Follow up after the conclusion of the selection process to ensure that candidates are processed promptly and professionally and the offer documentation is instigated in good time.

Onboarding and Compliance

Complete all new starter processes including the issuing of offer letters, contracts of employment and other new starter documentation, informing the relevant departments, creating staff records and personnel files ensuring all relevant paperwork is completed in accordance with the recruitment policy.

Support and deliver the HR induction for all new staff that commence their employment throughout the academic year.

Carry out appropriate vetting checks for other roles such as Governors, volunteers and contractors and consult with line managers and the HR Manager on the necessary requirements in order to maintain compliance.

Under the guidance of the HRM, update the Single Central Register to ensure compliance with Keeping Children Safe in Education and the ISI commentary.

HR Administration

Create a suite of document templates eg employment contracts, variation to contract letters, invitation to meeting letters, resignation letters, etc. Ensure these are accessible and they are kept up to date and in line with contractual and statutory requirements.

Produce employment contracts, variation to contracts and in service letters in line with authorised management requests.

Work closely with the Payroll Department to ensure workforce information is kept up to date, and any problems identified and addressed. Issue accurate payroll instructions, to meet payroll deadlines.

Assist with the monthly payroll on an ad-hoc basis by collating and processing timesheets for payments.

Manage the statutory HR processes, in consultation with line managers and the HR Manager for example maternity, paternity, flexible working and discipline and grievance.

Maintain an electronic and paper filing system, that is compliant and up to date, and accessible to the relevant people.

Attendance Management

Carry out regular absence data analysis and reviews of return to work interviews and follow up triggers with line managers.

Support the OH management process, liaising with the external provider and following up with line managers and employees.

Support line managers, if required, for more sensitive absence cases by attending as note taker.

Performance Management

Provide support with the appraisal process as required, logging and uploading all annual appraisals and carrying out basic analysis in conjunction with the HRM.

Monitor probationary periods for new members of staff, following up with line managers as part of the review process and communicate sign off.

Other

Work with the HRM to review policies in line with the review schedule and provide first line advice and guidance as to their interpretation.

Work collaboratively with staff in other departments as the HR representative and to support wider school initiatives and events.

Undertake any other duties the Head, Bursar or their designated alternative may reasonably direct from time to time.

Take all reasonable steps to ensure the security of any personal data relating to school employees or pupils, (either future, current or past) to which you have access, in line with the requirements of the school's Data Protection Policy and the General Data Protection Regulations (GDPR).

Person Specification	
Educational Attainment and Qualifications	
GCSE English and Maths – grade C minimum or equivalent	
Experience, Knowledge and Skills	
Essential	Desirable
<p>Previous experience of working in a high compliance HR team, providing first level advice on HR policies and procedures, employment law and employee relations issues.</p> <p>Able to produce documents to a high standard of written English in a clear and corporate style.</p> <p>Ability to multitask and deal with a range of incoming enquires whilst not losing site of the priorities.</p> <p>Excellent IT skills specifically MS Office; particularly Word, Excel and Outlook,</p> <p>Able to form and maintain effective working relationships with colleagues, service users and third parties.</p> <p>Self-motivated with a ‘can do’ attitude and determination to ‘get under the skin of problems’.</p> <p>Able to streamline and improve operational processes.</p> <p>Highly enthusiastic with excellent communication skills.</p>	<p>A CIPD Level 3 certification, or above</p> <p>Experience of working within the education sector.</p> <p>Knowledge of safeguarding children in a regulated environment.</p> <p>Awareness of the Quaker ethos and tradition</p> <p>Payroll processes including benefits and pension knowledge</p> <p>Knowledge and experience of the importance of databases and HRIS.</p>

Ackworth School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. All staff are required to understand and adhere to the Schools Health and Safety policies.

Job descriptions may be subject to review from time to time and can be altered or amended to meet the changing requirements of the School. They are not designed to limit the extent of the role but instead to outline the main tasks and responsibilities.