



SOUTH WEST ESSEX
COMMUNITY EDUCATION TRUST

Job Description

HR Administrator
(school HR Link)





JOB TITLE: HR ADMINISTRATOR (SCHOOL HR LINK)

REPORTS TO: Head Teacher

JOB PURPOSE

To support the Head Teacher and senior leadership team with local school-based HR needs in accordance with Trust HR policies and procedures.

To act as the point of contact on day-to-day HR matters for school staff liaising with the central HR team as appropriate and acting in accordance with Trust HR policies and procedures.

Maintaining the school's single central record in respect of third party details and ensuring the full document is up-to-date at all times.

Providing HR administrative support to the school, such as coordinating recruitment selection processes, induction, probation, performance management, absence management, minute taking and updating databases with staffing information, ensuring accuracy and confidentiality at all times.

KEY CORPORATE ACCOUNTABILITIES

- Commitment to the Trust and school's vision and values;
- To maintain awareness of and commitment to the Trust's Equality and Diversity in Employment Policy in relation to both, employment and service delivery and to observe the standard of conduct which prevents discrimination taking place;
- To comply with all Trust policies and procedures including the Code of Conduct, Safeguarding Policy and E-Safety Policy;
- Undertake safeguarding training at least annually, with further updates as required;
- To fully comply with the Health and Safety at Work Act 1974, the Trust's Health and Safety Policy and all locally agreed safe methods of work;
- To work with colleagues to achieve service plan objectives and targets;
- To participate in the Performance Management Procedure and contribute to the identification of team development needs; and
- At the discretion of the Head Teacher, such other activities as may from time-to-time be agreed and are consistent with the nature of the job description herein.

PRINCIPAL ACCOUNTABILITIES

- Maintain the third party section of the school's single central record (SCR) and regular checking of the full document ensuring the SCR is up-to-date at all times, advising the central HR team of any required updates.
- Coordinate and, where appropriate, implement local staff induction procedures, ensuring mid-year joiners are captured.
- Coordinate local probation procedures to ensure line managers undertake probation meetings in accordance with the Trust's Probation Procedure. Monitoring of associated mandatory e-learning requirements.
- Work with the senior leadership team and line managers to assist administration of annual performance management procedures.



- Monitor staff continuous professional development (CPD) records and work with the senior leadership team and line managers to develop training plans for staff.
- Monitoring of any locally adopted e-learning expectations beyond mandatory induction requirements.
- Coordinate management of the school's staff sickness process including recording and monitoring staff absences, issuing self-certificates and return to work forms. Liaison with line managers and the central HR team when absence triggers are met.
- Coordinate processing of requests for leave of absence.
- Notify the central HR service of any disclosed pregnancy and family related leave requests e.g. adoption leave or paternity leave.
- Provide administrative support, such as minute taking of confidential HR meetings, managing HR appointments and preparing HR paperwork, ensuring accuracy and confidentiality at all times.
- To support with the administration of school databases in respect of staffing such as SIMS and Civica.
- Populate and send authorised request forms to the central HR Team including, but not limited to recruitment advert requests, shortlisting forms, appointment forms, contract variations, resignations etc.
- Coordination of claims for additional hours seeking authorisation and liaising with the central HR team in respect of payroll.
- Support with interview and selection processes, preparing and collating paperwork before and after interviews, and contacting successful and unsuccessful candidates.
- Undertake identity checks for agency and supply cover and to assist with employee DBS check processing where appropriate.
- Maintain and provide access to confidential staff files (physical and electronic) as appropriate.
- Coordination of issuing periodical staff communications e.g. annual salary statements.
- Be involved in extracurricular activities as required e.g. open days, presentation evenings.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I confirm that I have read and understood, and that I accept, the above job description:

Signature: Date: Name in full

Person Specification – HR ADMINISTRATOR (SCHOOL HR LINK)

Criteria	Detail	Requirements
Qualifications & Experience	Specific qualifications & experience	Administration experience HR experience desirable Experience of an education setting desirable HR qualification desirable
	Literacy	Excellent reading and writing skills – at least English GCSE (A-C) level or equivalent
	Numeracy	At least Maths GCSE (A-C) level or equivalent
	Technology	Strong ICT skills including MS Office suite Payroll and HR system experience, ideally Civica (Carval)
Knowledge		Working knowledge of education support staff terms and conditions desirable Working knowledge of general school policies and procedures desirable
Communication	Written	Good written communication skills
	Verbal	Effective at exchanging verbal information clearly and sensitively
Other	Teamwork	Proven experience of working in a team Proven experience of working on own
	Relationships	Proven experience of establishing rapport and successful working relationships
	Information	Proven ability to provide timely and accurate information
	Organisational skills	Excellent organisational skills Ability to work accurately with attention to detail
	Time Management	Proven ability to manage own time effectively with competing demands of the job role
	Creativity	Proven ability to come up with creative solutions to situations
	Child Protection	Good understanding of and commitment to child protection procedures
	Confidentiality/Data Protection	Good understanding of procedures and legislation relating to confidentiality
	CPD	Demonstrates a clear commitment to develop and learn in the role Proven ability to effectively evaluate own performance and share knowledge with others

