



## JOB DESCRIPTION

Job Title:	HR Administrator
Start Date:	September 2022
Accountable to:	School Business Manager / Head Teacher
Hours:	37.00 hours per week Term Time Only plus 2 weeks 8.30 to 16.30 Monday to Thursday, 8.30 to 16.00 Friday Includes daily 30 minutes unpaid lunch break
Salary:	Grade 5 £20,444 - £20,852 (pro rata £17,777 - £18,152)

### Job Purpose:

- To ensure all new staff are appointed in accordance with all necessary procedures.
  - To maintain the safeguarding single central record
  - To help facilitate the induction of new staff / exit processes for leavers
  - To maintain personnel files
  - To monitor and record sickness absence
  - To provide administrative assistance for staff training and Performance Management
  - To provide administrative assistance for staff related matters
- General**
- To present a professional image in terms of dress code and attitude.
  - To promote the ethos and good reputation of the school, ensuring effective communication both internally and externally.

### About The Angmering School:

The Angmering School is a secondary school with 1,350 students of which 170 are in sixth form. We are effective in delivering outcomes that provide well for all students' needs. Students are well prepared for the next stage of their education, training or employment.

Main Duties to include:

#### **Recruitment**

- Undertake Safer Recruitment and Safeguarding training.
- Compile and place advertisements as directed.
- Ensure that appropriate checks are carried out on all applicants – paid and voluntary. Including identity checks, qualifications, professional and character references, health and criminal record checks.
- Arrange interview processes – dates, times, questions, tasks.
- Attend interviews as required - if other members of the interview panel have not been Safer Recruitment trained.
- Keep tracking sheets for each candidate and liaise with new staff to gather required evidence.
- Process online DBS forms, record clearance and file copies of.
- Ensure Risk Assessments are put in place and monitored for staff awaiting DBS, liaising with staff member and line manager.
- Complete online health check registration for all new staff and monitor outcomes.
- Record all pre-employment checks on Bromcom (school information system).

- Ensure compliance checks for PGCE / Scitt placements have been provided by universities.
- Advise candidates of interview outcomes and produce Offer letters as directed.

### ***Single Central Record***

- Maintain the school single central record ensuring that it is up to date for Ofsted inspection.

### ***Induction, Exit Processes***

- Liaise with Staff Induction Co-Ordinator to produce Induction booklet.
- Ensure new staff members are given an induction programme and checklist and monitor the return of forms.
- Advise ICT of new staff / leavers for e-mail / ICT purposes.
- Liaise with Head's PA to arrange exit interviews for leavers who meet Exit Interview requirements.

### ***Personnel Records***

- Maintain personnel files.
- Ensure all starters, leavers, contract variation forms are sent to WSCC to meet salary deadlines.
- Receive contracts from WSCC, check, distribute and retain signed copies on personnel files.
- Keep proof of identity until DBS clearance is received or six months have elapsed since start date. Then destroy both electronic and paper copies.
- Archive leaver's files and destroy after 10 years.
- Issue payslips and other payroll related documentation.
- Liaise with WSCC and School Business Manager on any staff payroll / pension queries.
- Liaise with Business Manager on periodic checks to Establishment Reports and Annual Salary Statements issued by WSCC.
- Carry out an annual staff data check and amend changes on Bromcom.
- Update annual Pecuniary Interest Form and Gifts & Hospitality Form. Distribute out to staff, collect back and update Bromcom.
- Update any staffing policies as required in line with WSCC advice.

### ***Sickness Absence***

- Input all staff sickness absences onto Bromcom (and SAM system).
- Generate Return to Work forms for discussion by Line Managers, file outcome forms.
- Prepare and send monthly Sickness Absence report to WSCC.
- Use Bromcom / SAM system to highlight triggers and advise Head Teacher.
- Use Bromcom / SAM to provide analysis and reports to the Headship team as required.

### ***Training and Performance Management***

- Ensure that all staff undertake Safeguarding / Prevent / Child Protection training as directed by Safeguarding Lead.
- Ensure that all staff undertake Health & Safety training as directed by Premises Manager (H&S Officer).
- Arrange Safer Recruitment training (and certificate renewals) for relevant staff.
- Arrange First Aid training (and certificate renewals) for relevant staff. Maintain a Google document of First Aid trained staff independent to Bromcom.
- Book other training courses for staff members when authorised.
- Record all training – absence, course details, certificates obtained on Bromcom / SAM.
- Maintain a record of Performance Management lesson observations on Bromcom.

### ***Staffing Issues***

- Attend individual staff meetings as directed by the Head Teacher in a note taking capacity.
- Type up notes for Head teacher approval and carry out any associated admin related tasks.
- Scan copies of approved notes onto Bromcom and retain hard copies on personnel files.

**General**

- Provide cover and other general duties when required to do so by Senior Management or a member of the Headship team.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this role. It is not intended to be an exhaustive list of skills, efforts, or duties, associated with the position. There may be a requirement to undertake other duties reasonably required by the line manager/Head Teacher provided the task is commensurate with the post holder's core skill competencies, knowledge and experience in the role.

This job profile recognises the demands of the current Pay and Conditions Regulations and reflects the policies established by the governors at The Angmering School.

**Person Specification**

<b>Key areas:</b>	<b>Key attributes:</b>	<b>Essential or Desirable</b>
Skills required	<ul style="list-style-type: none"> <li>• Ability to act on own initiative.</li> <li>• Ability to monitor progress and maintain records.</li> </ul>	Essential Essential
Knowledge Base	<ul style="list-style-type: none"> <li>• Experience of working within an educational setting</li> <li>• Experience of HR background and an understanding of the legal background to employment law.</li> <li>• An understanding of payroll and pensions.</li> </ul>	Essential Desirable  Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Educated to GCSE standard in Maths and English.</li> <li>• HR working experience</li> <li>• HR Level 3 CIPD</li> </ul>	Essential Desirable Desirable
Experience	<ul style="list-style-type: none"> <li>• Working with an educational setting</li> </ul>	Desirable
Attitude & Approach	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Calm, patient and an appreciation of a sense of humour Team Player</li> <li>• Flexible attitude</li> <li>• Motivated.</li> <li>• Reliable.</li> <li>• Well presented.</li> <li>• Assertive when appropriate.</li> <li>• Ability to work in an extremely busy environment whilst keeping a smile on your face.</li> </ul>	Essential Essential Essential Essential Essential Essential Essential Essential Essential

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