



## JOB DESCRIPTION

Job Title: HR Administrator

Accountable to: Operations Manager / Head Teacher

Hours: 37 per week, Monday-Thursday 8.30am-4.30pm, 8.30am – 4pm on Fridays  
(1/2 hour unpaid lunch break)

Term Time Only, plus INSET days (5 days) plus 2 weeks in the summer holidays

Salary: Grade 5/6 (depending on experience)

£24,294 - £25,119 per annum (pro rata approx. £21,864 – 22,607 per annum)

### Job Purpose:

- To ensure all new staff are appointed in accordance with all necessary procedures
- To assist in maintaining the safeguarding single central record
- To facilitate the induction of new staff/exit processes for leavers
- To maintain personnel files
- To assist with monitoring and recording sickness absence
- To provide administrative assistance for staff training and Performance Management
- To assist with administration for staff related matters

### About The Angmering School:

The Angmering School is a secondary school with 1,388 students of which 138 are in sixth form. We are a school that has a special support centre for students with physical and sensory needs. 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
- Ensure compliance checks for PGCE / Scitt placements have been provided by universities.
- Produce new staff offer letters as directed

#### Single Central Record

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

### Administration/Personnel Records

- Maintain personnel files
- Ensure all starters, leavers, contract variation forms are sent to WSCC to meet payroll 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 Finance/Operations Manager on any staff payroll queries
- Liaise with Finance 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.
- Distribute and update annual Pecuniary Interest Forms
- Update any staffing policies as required in line with WSCC advice
- Liaise with Head's PA to arrange exit interviews for leavers who meet Exit Interview requirements.
- Record all training – absence, course details, certificates obtained on Bromcom

### Sickness Absence

- Prepare and send monthly Sickness Absence report to WSCC.
- Support Lead Cover Supervisor with highlighting triggers and advising Head Teacher.
- Use Bromcom to provide analysis and reports to the Headship team as required.

### Staffing Issues

- Attend individual staff meetings as directed by the Head Teacher in a note taking capacity.
- Supporting capability and disciplinary processes
- 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.

### Health and Safety

- To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns

### General

- Ensuring an up to date knowledge and understanding of HR relevant policies
- Provide cover and other general duties when required to do so by Senior Management or a member of the Headship team.
- Maintain a strict code of confidentiality at all times

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. Training will be given.



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

Key areas:	Key attributes:	Essential or Desirable
Skills required	<ul style="list-style-type: none"> <li>• Effectiveness and credibility to work with senior staff</li> <li>• Highly organised with strong attention to detail</li> <li>• Able to maintain a high level of confidentiality at all times</li> <li>• Excellent communication skills</li> <li>• A strong working knowledge of basic computer software and systems including MS suite and Google</li> <li>• Experience of using Bromcom</li> <li>• Knowledge and understanding of statutory processes, policies and areas of compliance, such as GDPR.</li> </ul>	Essential Essential Essential Essential Desirable Desirable
Qualifications	<ul style="list-style-type: none"> <li>• A good knowledge of English and Maths</li> <li>• Evidence of further professional development</li> </ul>	Essential Desirable
Experience	<ul style="list-style-type: none"> <li>• Successful experience in a similar role</li> <li>• Experience of interacting with a range of students, staff, parents and stakeholders</li> <li>• Excellent communication skills</li> <li>• Evidence of having worked successfully within an education setting</li> </ul>	Desirable Essential Essential Desirable
Attitude & Approach	<ul style="list-style-type: none"> <li>• Personal presence</li> <li>• Professional and approachable attitude.</li> <li>• Enthusiastic in all aspects of work and training.</li> <li>• Attention to detail.</li> <li>• Highly motivated.</li> <li>• Reliable.</li> <li>• Well presented.</li> <li>• Assertive when appropriate.</li> <li>• Ability to work in an extremely busy environment.</li> </ul>	Essential Essential Essential Essential Essential Essential Essential Essential

### Safer Recruitment

In complying with current employment legislation, schools are now required, as part of their shortlisting process, to carry out an online search as part of their due diligence.

If you are successfully shortlisted for any roles, an appropriate online search will be undertaken on your name. Information highlighted will be treated as confidential and will only be used in relation to the post for which you have applied.

All successful applicants will be required to undergo full safeguarding and vetting checks, including references and an enhanced Disclosure and Barring Service check, along with a relevant probationary period.