



Heathside School

Description & Person Specification

Job Title	HR Administrator	Grade	ELM 6
Department	Human Resources	Hours	20 Hours Monday to Friday 08:00am to 12:00pm
Reports To	HR Manager	Weeks	52

JOB PURPOSE

To provide an efficient, professional and confidential HR administration service, supporting the effective delivery of recruitment, onboarding, employee records, absence management and general HR processes. The postholder will ensure that all HR activities are carried out accurately, within required timescales and in accordance with Trust policies, statutory requirements, safeguarding obligations and data protection legislation.

MAIN DUTIES AND RESPONSIBILITIES

Recruitment and Selection

- Implement administrative processes, procedures and systems for recruitment that ensure compliance with school and Trust policies and procedures, while adhering to statutory requirements, including safeguarding and data protection. This will include:
 - Providing end-to-end recruitment administration, including supporting the drafting and posting of advertisements, preparing application packs, undertaking and recording vetting checks and references, inviting candidates to interviews or selection days, preparing interview schedules and assisting with the efficient running of interviews on the day.
 - Administering new starter procedures, including all new starter paperwork, DBS applications, references, health and qualification checks, and supporting the maintenance of the Single Central Record (SCR).
- Ensure all staff are issued with appropriate job descriptions and that signed copies are retained securely on file.

General HR Administration

- Maintain accurate and up-to-date HR records, including personnel files in both hard copy and electronic formats, as well as the School's MIS database.
- Provide information to the Finance Manager regarding starters, leavers and contract variations in a timely manner, ensuring payroll deadlines are met.
- Assist with the drafting and issuing of employee contracts and other HR correspondence using approved templates.
- Process DBS applications for all staff and volunteers and, where required, for contractors, hirers and parents hosting exchange students.
- Assist with the effective administration of probation and appraisal processes, ensuring accurate records are maintained and appropriate letters, including confirmation letters, are issued as directed by the HR Manager.
- Administer requests relating to flexible working, maternity and paternity leave and other relevant employee arrangements under the direction of the HR Manager and within applicable timescales.
- Under the direction of the HR Manager or HR Administration Officer, provide Line Managers with information and guidance regarding the induction programme and maintain accurate records, prompting managers to complete the required documentation with new employees.
- Archive files relating to leavers and unsuccessful applicants, securely disposing of HR documentation in accordance with data protection requirements and ensuring information remains accessible where required.

- Support the administration of exit processes for leavers, including the closure of IT and email accounts and the return of School property.
- Maintain the confidentiality and security of personal data at all times, ensuring compliance with the Data Protection Act and relevant data protection legislation. Assist the HR Manager in responding to Personal Data and Freedom of Information requests.
- Liaise with the HR Manager and HR Administration Officer to respond to HR queries from staff and provide appropriate information and support as required.

Absence Management

- Record all staff absences accurately on the School's MIS and, under the direction of the HR Manager or HR Administration Officer, monitor compliance with relevant policies relating to staff wellbeing and absence management, ensuring that all required forms and records are completed and maintained.
- Maintain accurate and up-to-date records of all support staff members' contracted hours and working days.

Other Duties

- Contribute positively to the School's culture and development by fulfilling professional responsibilities effectively, including those relating to financial matters.
- Share good practice across the School and contribute to a culture of continuous improvement.
- Take responsibility for your own health and wellbeing and seek appropriate support where required.
- Participate in appropriate induction and training programmes to support new staff joining the HR function and provide excellent support to colleagues who are new to the Trust/academy environment.
- Take responsibility for your own professional development and actively seek appropriate CPD opportunities.
- Participate fully in the appraisal process and work towards agreed objectives that are robust, measurable and achievable. Request appropriate support to achieve these objectives where necessary.

Generic Duties Relevant to All Members of Staff

- The ethos of Every Child Every Day underpins our commitment to ensuring that every child and young person receives the support, opportunities and education they need to thrive. All staff are expected to uphold this ethos in everything they do and to avoid any action that may be detrimental to the interests of the Trust.
- All staff are expected to work collaboratively as members of the Trust, sharing good practice, resources and ideas and contributing to the achievement of the Trust's vision and aims. All staff must act with professional integrity at all times and adhere to the Trust's Code of Conduct.
- As a member of the Trust, your role will be based at the designated school. However, you may be required to work at other academies within the Trust or at partner schools and should expect to travel between sites as required.
- Teaching and learning are at the heart of our work and remain an absolute priority. Although this role is not a direct teaching role, you are expected to support teaching staff, irrespective of seniority, so that they can focus on their core responsibilities. This may include undertaking tasks outside your immediate area of responsibility where reasonably required.
- All staff are expected to make effective use of ICT to improve communication, efficiency and the use of resources, including reducing unnecessary paper use. All relevant security procedures must be followed when using ICT systems.
- All staff are expected to follow, and ensure that students follow, the procedures set out in the Trust's Acceptable Use Policy. Staff must also comply with Trust policies relating to professional conduct when using ICT systems or Trust ICT equipment.
- Employees are required to comply with the Academy's Health and Safety policies and the Health and Safety at Work etc. Act 1974, as amended, ensuring the safety and wellbeing of all individuals with whom they come into contact on premises or sites controlled by the Trust.
- Staff must observe all relevant procedures and safe systems of work at all times and contribute to maintaining safe and healthy working environments, including undertaking the necessary training, supervision and risk management required to fulfil their responsibilities safely.
- Every Child Every Day is committed to safeguarding and promoting the welfare of children and young people. All staff must ensure that the highest priority is given to safeguarding and must follow all relevant guidance, regulations and child protection procedures adopted by the Trust.

- All staff must have due regard for the safeguarding and welfare of children and young people and must report any safeguarding or child protection concerns immediately in accordance with Trust procedures, including informing the Designated Safeguarding Lead or other appropriate safeguarding lead.

Job Description Review

This job description is current at the date of issue. It may be reviewed and updated in consultation with the postholder to reflect changes in legislation, regulations, organisational requirements or circumstances. Any amendments will be commensurate with the grade and title of the post.

"Every Child Every Day Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"

Person Specification	Essential	Desirable	How Assessed
Experience Minimum of 2 years relevant work experience Experience of working in an educational environment Working with people at all levels both internally and externally Delivery to tight deadlines	E E E	D	App/Int App/Int App/Int App/Int
Skills, knowledge and abilities Excellent organisational, interpersonal, and administrative skills Excellent written and oral communication and presentation skills Ability to manage own workload and prioritise tasks and work to deadlines Ability to work well under pressure Excellent IT skills, e.g. Microsoft package Meticulous attention to detail & able to produce accurate high-quality work Able to work on own initiative and under direction Able to evaluate learning needs & seek opportunities to address	E E E E E E E		App/Int/Ref App/Int App/Int App/Int App/Int App/Int App/Int/Ref App/Int
Qualifications and Training Good standard of education	E		App
Personal attributes Good interpersonal skills, warm and friendly team player Responsible, calm, confident and a clear communicator Flexible, efficient, solution focussed and highly organised Sensitivity, diplomacy, integrity and awareness of confidentiality Resilient and self-motivated with a commitment to continued improvement and personal development	E E E E E		Int/Ref App/Int App/Int Int/Ref Int

App = Application

Int = Interview/Test

Ref = Reference

Employee Name		Line Manager Name	
Employee Signature		Line Manager Signature	
Date		Date	