



## **JOB DESCRIPTION**

<b>DESIGNATION OF POST:</b>	HR Administrator
<b>Grade:</b>	F
<b>RESPONSIBLE TO:</b>	Human Resources Manager

### **JOB PURPOSE:**

The HR Administrator provides essential administrative support to the HR Officers and the Resources Team, ensuring the effective delivery of HR services across the school. This includes coordinating recruitment activities, supporting staff retention processes, maintaining accurate HR records, and assisting with day-to-day personnel administration.

### **MAIN RESPONSIBILITIES**

#### **1. Recruitment administration**

- Preparing job adverts and posting vacancies
- Managing application tracking and candidate communication
- Scheduling interviews and preparing interview packs
- Collecting pre-employment documents (ID, references, DBS evidence)
- Updating recruitment spreadsheets and logs

#### **2. Single Central Record support**

- Gathering documentation needed for SCR entries
- Recording DBS dates, prohibition checks, right-to-work checks
- Flagging missing or expiring checks to the HR Officer
- Ensuring digital and paper evidence is filed correctly

#### **3. Personnel file management**

- Creating new starter files
- Filing documents promptly and accurately
- Ensuring files meet retention and safeguarding requirements
- Archiving and securely disposing of records when authorised

#### **4. HR database and system updates**

- Entering staff details into HR systems and SIMS
- Updating changes (hours, roles, pay, training)
- Running routine reports for the HR Officer or SLT
- Ensuring data accuracy and GDPR compliance

#### **5. Absence and leave administration**

- Logging staff absences daily
- Processing leave requests and updating calendars
- Supporting sickness monitoring processes

### **6. Payroll support**

- Preparing monthly payroll change forms
- Checking timesheets, overtime claims, and allowances
- Ensuring payroll deadlines are met
- Liaising with payroll providers on routine queries

### **7. Training and compliance tracking**

- Maintaining training records
- Monitoring expiry dates (e.g., safeguarding, first aid)

### **8. Employee relations administration**

- Preparing letters and documentation
- Logging outcomes and updating files
- Ensuring confidentiality and secure handling of sensitive data

### **9. General HR support**

- Responding to routine staff queries
- Preparing standard letters (contracts, variations, confirmations)
- Supporting induction and onboarding processes
- Maintaining HR inboxes and communication channels

## **Supervision and Management**

The jobholder does not have supervisory responsibility for staff

## **Deputising responsibility**

The jobholder has no deputising responsibility.

## **Creativity and Innovation (i.e. problem solving)**

The work is largely regulated by laid down procedures, but within these the jobholder must deal with routine problems encountered, for example completion and collation of data.

## **Key Contacts and Relationships**

Senior Staff for instruction,  
HR Officers, information  
All school staff for information exchange

## **Decision Making**

The work is carried out within clearly defined rules and procedures. Within these, the jobholder takes decisions such as administrative decisions on the best way to complete the job and prioritising tasks.

## **Resources**

The jobholder is responsible for the use, manipulation and safekeeping of data systems e.g. confidential personnel records and overtime claims.

## **Working Environment**

The work is interrupted by the telephone and staff although this does not usually significantly change the overall programme of work for the jobholder.  
There is occasional background noise.

## **Knowledge and skills**

The jobholder requires written and oral communication skills, numeracy, diplomacy, discretion, awareness of confidentiality, organisational, IT and admin skills, attention to detail, initiative and time management.

## **General**

This job description only contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of learning.

General tasks are varied from time to time to consider the changing nature of the school and the demands made upon it. Such changes are a normal part of the post and do not constitute a change to the general job description. There may be times when travel between sites is required.

## **Disclosure and barring**

The nature of the work requires that the post-holder has undergone checks by the Disclosure and Barring Service and has enhanced Disclosure.

## **Equal opportunities**

The post holder has a responsibility to understand and abide by the obligations laid down in the school's Equalities policies.

## **Health and safety**

The post holder has a responsibility for his/her own health and safety, and that of others who may be affected by their acts or omissions. In addition, Supervisors have responsibility to ensure that, on a day-to-day basis, work is conducted within the framework of all local guidelines and policy. There is a requirement for travelling between sites on a regular basis. All managers are responsible for implementing the School's Health, Safety and Welfare Policy within their area of responsibility.