



# The Fernwood School

*High Achievement with Care & Discipline for All*

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## JOB DESCRIPTION

## HR ADMINISTRATOR



**Job Title:** HR Administrator

**Salary Grade:** F3-1 - F3-4  
FTE £25,666 - £27,970  
Actual £23,602 - £25,721

**Main Purpose:**

To provide HR support and advice in the development and implementation of all HR activities, systems and initiatives across the trust.

**Key Responsibilities**

**Administrative**

- Monitoring the HR email account, providing first line advice, responding to queries, taking accurate messages and distributing in a timely manner.
- Provide administrative support as required.
- Communicate with external HR providers and services where necessary.
- Maintain accurate HR information systems.
- Maintain confidentiality with respect to all data held and processed.
- Ensure all recruitment and selection paperwork is managed in line with the UK GDPR.
- Ensure filing, photocopying and scanning is carried out in accordance with UK GDPR and retention requirements.
- Prepare casework papers in an organised and timely manner observing the requisite notice stated in the relevant policies and the requirements of UK GDPR.

**Recruitment**

- Support the co-ordination of the induction programme and resources for new members of the school.
- Ensure that the administrative support provided complies with data protection and the appropriate policy and procedure.
- Maintain and provide an efficient service in recruitment and selection, including completing pre-employment checks, maintaining a pre-employment checklist for all new employees across the school, writing job advertisements, updating job descriptions, arranging interviews and providing support on interview days as required.
- Maintenance of the school's online recruitment platform to ensure consistency and employee branding.
- Manage HR documents, e.g. staff contracts, ensuring that they are kept up to date and confidentiality is maintained.



- Monitor the school's SCR and make any amendments as and when they are necessary.
- Maintain a strong awareness of employees across the school and individual needs.
- Contribute to and uphold the school's vision and ethos.

### **Employee Relations**

- Writing and distributing routine correspondence; including minutes, letters, templates and spreadsheets.
- Calculate redundancy estimates, taking notice of the requirements stated within the relevant policies.
- Maintain accurate absence monitoring records, following the agreed process established by the school.
- Oversee the sickness absence management of the school.
- Facilitate and support in the arrangements for Occupational Health and Counselling appointments.
- Provide general administrative support to the Occupational Health processes function.
- Prepare and disseminate meeting agendas in a timely manner. Supporting meetings as directed through accurate minute taking, circulating completed minutes to the Chair of the meeting within five working days.
- Support with administrative requirements of the JCNC and policy development process.
- Support the collation of the documentation for referrals to official bodies i.e. Teaching Regulation Agency, Disclosure and Barring Service etc.
- Provide advice to staff members within policy and relevant guidance.

### **Training & Development**

- Contribute to and uphold the school's vision and ethos.
- Demonstrate a commitment to CPD and training.

Carry out other duties commensurate with the grade of this post as directed by management.



## Person Specification

	<b>Essential/ Desirable</b>	<b>How Measured</b>
<b>Education &amp; Qualifications</b>		
5 GCSEs grade 9-4 (A* - C), including English and Math's (Grade A-C or 9-4)	Desirable	A
CIPD Level 3 or working towards/relevant experience	Desirable	A,I
<b>Experience &amp; Knowledge</b>		
Good knowledge of Safer Recruitment Practices	Desirable	A,I
Experience of working successfully and co-operating as a member of a team	Essential	A,I
Experience of working in an administrative environment	Essential	A,I
Good base level knowledge of employment legislation and developments with HR policies and procedures	Desirable	A,I
Experience of the management of sickness absence	Desirable	A,I
Experience within the Education Sector	Desirable	A,I
<b>Skills &amp; Abilities</b>		
Communicate effectively (both written and verbal)	Essential	A,I
Excellent time management, organisational skills and ability to prioritise workload	Essential	A,I
Ability to produce accurate work within set deadlines	Essential	A,I
Ability to work on Initiative	Essential	A,I
Ability to work as a team	Essential	A,I
Good working knowledge of Microsoft packages & excellent ICT skills	Essential	A,I
<b>Personal Qualities and Attributes</b>		
Willingness to attend training to improve own skills and professional development	Essential	A,I
High emotional intelligence and adaptability, with a proactive approach to conflict resolution and problem-solving	Essential	A,I
Evidence of Continuous professional development	Desirable	A,I
Excellent timekeeping	Essential	A,I
Empathetic and approachable	Essential	A,I
The ability to work in a confidential and sensitive manner while remaining impartial and non-judgmental	Essential	A,I



Demonstrates a 'can do' attitude with high expectations including suggesting solutions, and encouraging others	Essential	A,I
Commitment to safeguarding, equality, diversity and inclusion	Essential	A,I
A willingness to promote the school's ethos and values	Essential	A,I
Enthusiastic and flexible working attitude with the ability to smile when things don't quite go according to plan	Essential	A,I

How Measured?

A = by Application Form

I = by Questioning at interview