

# HR SUPPORT ADMINISTRATOR (ATTENDANCE AND WELLBEING)

Role Profile



<b>Title</b>	Human Resources Support Administrator (Attendance and Wellbeing)	
<b>Grade</b>	GRADE D	
<b>Reference:</b>	<b>N1890s</b>	
<b>Reports to:</b>	HR Administration Manager	
<b>Work style Definition</b>	Service Based Fixed Worker	
<b>Job Type:</b>	Frontline Worker	
<b>Primary purpose of role</b>	To provide high-quality administrative support to the HR Admin Manager, ensuring the smooth and efficient organisation of Return to Work, Wellbeing and Long-term sickness meetings. Ensuring that staff records are kept up to date and the induction process is completed for all new staff in a timely manner. This includes preparing documentation, coordinating schedules, liaising with staff members, and managing all logistical arrangements to support effective meetings.	
<b>Key accountabilities and key measures</b>	<b>Role outcomes</b> <ul style="list-style-type: none"> <li>Return to Work, Wellbeing and Long-term Sickness meetings are held within an appropriate timescale. 40%</li> <li>Occupational Health Referrals are completed accurately and communicate with HR Admin Manager and Headteacher. 20%</li> <li>Arranging staff investigation meetings and take/record accurate notes. 5%</li> <li>Manage the renewal of staff absence insurance and administer claims and records. 15%</li> <li>Maintain accurate records of staff training and liaise with Finance Team for training course bookings. 10%</li> <li>Staff induction process for all new staff is completed in a timely manner. 5%</li> </ul>	<b>Role measures</b> <ul style="list-style-type: none"> <li>Strong support for HR Admin Manager to reduce staff absence, HR costs and compliance with HR laws.</li> <li>Support SLT in staff training in compliance with school policies and requirements.</li> <li>Induction process are completed in a timely manner.</li> <li>Records, data and accurate staff records maintained.</li> <li>Completion of tasks and duties in compliance with the school and PCC policies and procedures.</li> </ul>

	<ul style="list-style-type: none"> <li>Undertake other duties where support in the administration team is required. 5%</li> </ul>	
<b>Key activities</b>	<p><b>Return to Work, Wellbeing and Long-Term Sickness Meetings - 60%</b></p> <ul style="list-style-type: none"> <li>To check return to work meetings are held by appropriate staff member and up to date certification received from absent staff.</li> <li>To hold Wellbeing and Long-term Sickness meetings within an appropriate timescale and follow up meetings are scheduled.</li> <li>To complete the Occupational Health Referrals form as directed by the HR Admin Manager.</li> <li>To escalate cases, where necessary, to the HR Admin Manager and/or Headteacher.</li> </ul> <p><b>Meeting Administration - 5%</b></p> <ul style="list-style-type: none"> <li>To support the HR Manager and/or Headteacher during staff investigation meetings by arranging meetings and agendas and taking notes in either face-to-face or online meetings.</li> <li>To ensure that any notes taken are recorded accurately and shared with all parties, and filed appropriately.</li> </ul> <p><b>Staff Absence Insurance - 15%</b></p> <ul style="list-style-type: none"> <li>Seek three quotes, annually, regarding the renewal of the staff absence insurance and wellbeing package and inform SLT.</li> <li>Ensure absence insurance claims are opened and closed in a timely manner under the guidance of the HR Admin Manager.</li> <li>Ensure staff details required for the policy are accurate.</li> <li>Maintain accurate records of claims including payments made.</li> </ul> <p><b>Staff Training Record Keeping - 10%</b></p> <ul style="list-style-type: none"> <li>Maintain accurate records of staff training.</li> <li>Maintain an effective training tracker for all mandatory training that requires renewal/refreshing and notify relevant staff members of expiry dates in a timely manner.</li> <li>Liaise with Finance Team to book training courses for staff as required.</li> </ul> <p><b>Staff Induction - 5%</b></p> <ul style="list-style-type: none"> <li>Support the Cover Supervisor and HR Admin Manager with the new staff induction process, organising all relevant paperwork and staff packs.</li> <li>Ensure a thorough induction process takes place for all new staff by diarising a member of SLT to carry out the induction process.</li> <li>Ensure the Deputy Head Teacher is aware of new staff members so mandatory new starter training can be arranged.</li> </ul> <p><b>Other Duties - 5%</b></p> <ul style="list-style-type: none"> <li>To undertake other duties commensurate to the post and where support is required within the administration team.</li> </ul>	

<b>Essential qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>▪ GCSE qualifications or equivalent and a good standard of literacy and numeracy.</li> <li>▪ Proficiency in Microsoft Office and online meeting platforms e.g. Teams.</li> <li>▪ Knowledge of HR processes and HR procedures.</li> </ul>
<b>Desirable qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>▪ Working knowledge of relevant policies and awareness of legislation e.g. Child Protection, Safeguarding, GDPR and Health and Safety.</li> </ul>
<b>Essential experience</b>	<ul style="list-style-type: none"> <li>▪ Experience in an administrative support role.</li> <li>▪ Strong organisational and time management skills with the ability to prioritise.</li> <li>▪ Proficiency in Microsoft Office and online meeting platforms e.g. Teams.</li> <li>▪ High attention to detail and accuracy when handling staff data and reports.</li> <li>▪ Understanding of confidentiality, safeguarding, and data protection responsibilities.</li> </ul>
<b>Desirable experience</b>	<ul style="list-style-type: none"> <li>▪ Previous experience of working in a school or educational setting.</li> </ul>
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>▪ Proficient in both written and verbal communication.</li> <li>▪ Is flexible, reliable, and thrives in a collaborative team.</li> <li>▪ Ability to work under pressure and to deadlines.</li> <li>▪ Ability to work independently as well as part of a team.</li> <li>▪ Ability to communicate confidently and effectively at all levels e.g. Leadership team, teaching staff, parents and local authority staff.</li> <li>▪ Professional, discreet, and trustworthy.</li> <li>▪ To be able to work on own initiative.</li> </ul>
<b>Corporate standards</b> <ul style="list-style-type: none"> <li>▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li> <li>▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.</li> <li>▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li> </ul>	