



JOB DESCRIPTION: **HUMAN RESOURCES ADMINISTRATOR**



learning
to realise
potential

Post Title	HR Administrator
Grade	Scale 4
Hours	20 hours per week, 40 weeks per year (term time plus 1 week)
Reporting to	HR Officer

PURPOSE OF JOB

To deliver accurate, efficient, and proactive HR administration across the school, maintaining full confidentiality at all times. The postholder will support the full employee lifecycle—including end-to-end recruitment, pre-employment compliance, onboarding, absence tracking and maintaining staff databases; ensuring full compliance with statutory safeguarding guidelines (KCSIE) and UK GDPR.

DUTIES

1. Recruitment & Onboarding

- Assist with the administration of all staff vacancies,
- Manage candidate correspondence, process applications, and prepare interview packs for panels
- Administer statutory pre-employment checks in line with Keeping Children Safe in Education (KCSIE), including:
 - Requesting and chasing professional references prior to interview
 - Performing online pre-employment/due diligence searches for shortlisted candidates.
- Completing Right to Work in the UK, DBS, Barred List, and Overseas Police checks.
- Coordinate induction packs and monitor probation review schedules for new staff and PGCE students.

2. Absence Management & HR Data

- Track and log daily staff absences on the Management Information System (SIMS), ensuring self-certification and Return to Work (RTW) forms are distributed and returned promptly.
- Prepare and submit monthly absence data and returns to the Local Authority by specified deadlines.
- Generate absence data reports to support managers with performance management, probation reviews, and wellbeing check-ins.

3. Employee Lifecycle & General Administration

- Create, update, and maintain accurate electronic staff profiles on SIMS/MIS, ensuring strict adherence to UK GDPR and data protection principles.
- Assist the HR Officer with updating the Staff Handbook, policy documentation and staff packs for the start of the academic year.

- Assist with the Single Central Record maintenance
- Administer changes to contracts, maternity/paternity documentation and leavers' exit processes under the guidance of the HR Officer.
- Ensure full compliance and accuracy across all employee files and documentation, adhering to record retention policy through regular personnel filing and maintenance.
- Support Admin staff in the main school office if required at busy periods.
- Undertake general administrative duties commensurate with the role as requested by the HR Officer, School Business Manager, or Headteacher.

Equal Opportunities

The School is committed to achieving equality of opportunity in its service provision and amongst the workforce. All employees are, therefore, expected to understand, comply with and promote the School's policies in this respect and, in particular, take care not to commit any acts of unlawful discrimination.

Health & Safety

The postholder shall ensure that the duties of the post are undertaken with due regard to the Council's, the Education, Children's Services & Leisure Department's, and the School's Health & Safety Policy statements. S/he shall also have regard to his/her personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant legislation. You should, therefore, ensure that you familiarise yourself with these documents.

In general, all staff are required to take due care for their own safety and the safety of their fellow employees at all times.

Safeguarding of Children and Young People

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our schools is expected to share this commitment.