

# Job Description

## HR Administrator



Job Category: Support Staff  
Reports to: Headteacher (or another designated person)  
Line manages: N/A

### **Purpose of the Role**

To complete all HR administration within school and to act as assistant to the central HR Officers as necessary for the schools and more specifically as detailed below.

### **Key Duties and Responsibilities**

- Recruiting staff – this includes developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing, selecting candidates and employment paperwork for successful candidates, including inductions for new staff.
- Following KCSIE, completing all relevant pre-employment checks and inputting these checks to the HR system for the Single Central Record. Reporting concerns and queries to the Trust HR Officer and auditing the SCR with both the Trust and Headteacher & DSL at the school on a regular basis.
- To record all safeguarding training in the relevant system, raising issues with the DSL for the DSL to ensure all staff have received appropriate training.
- Recording equality data from all job applications, working with the Trust HR Officer to report on this.
- To raise any employee issues that require HR support with the Trust HR team at the earliest opportunity, for advice and support on process and policy.
- To share information for HR letters with the Trust HR Officer, to enable the HR Officer to prepare employee letters and contracts.
- Complete salary variation forms and update the Trust on all school monthly payroll changes.
- To be responsible for the administration elements of the HR & Compliance system in relation to CPD and training, relevant courses will be confirmed by the SLT Lead for staff CPD (and HR/Compliance for courses/documents relevant to all staff).
- To support schools with staff wellbeing activities.
- Maintaining employee records (electronic and paper).
- Use of the Trust HR system, inputting data and quality assuring this regularly.
- To input the staff absence to the HR system, sending line managers details of absences for them to complete RTW meetings and to raise concerns about absence and wellbeing with the Trust HR Team.
- To track and monitor absence in line with the "Absence Management Policy". Updating absence trackers and supporting leaders by scheduling appropriate actions within the required timescales and ensuring all paperwork is completed and filed appropriately.
- To take notes at meetings as and when required.
- To process discretionary leave requests for the school, following the "Annual Leave and Leave of Absence Policy" in relation to approval and pay.
- HR Administration duties.
- To complete the administration duties and new starter checks for volunteers and placements.
- To collate completed performance management documentation and follow up where required.
- To support with the planning of school training days where required.
- To complete any other HR related tasks commensurate with the role as required to support the school or Trust HR team.
- The role includes supporting administrative processes and undertaking additional administration duties as needed to support across the team when required.

### **General**

- The postholder is expected to fully engage with the Trusts performance management process.
- To demonstrate the core values of the school and Trust at all times.
- To attend staff meetings and Trust-based INSET as required.
- The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any

such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**CIT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.**