



JOB DESCRIPTION

TITLE:	Human Resources Administrator
SCHOOL:	Manshead Church of England Academy part of the Dioceses of St. Albans Multi Academy Trust (DSAMAT)
RESPONSIBLE TO:	Headteacher / Business and Resources Manager
GRADE:	Level 4C – Points 14 to 19
HOURS / WEEKS:	37 hours per week, Term Time only plus 5 training days and an additional 10 days by agreement in the school holidays

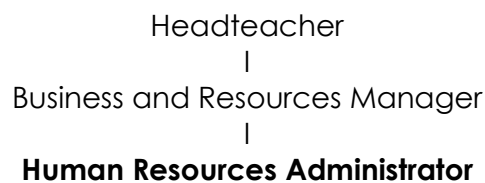
PURPOSE OF POST:

To ensure the timely and efficient delivery of a broad range of front-line Human Resources (HR) support services and advice to the Headteacher and Senior Leaders in a manner that is consistent with DSAMAT policy, employment law, and best practice to meet statutory requirements and agreed service standards.

To support the vision, aims and ethos of the academy, the post holder will contribute to the management strategy in accordance with the Academy Development Plan, Ofsted Action Plan and any other relevant plans.

This is a generalist HR role with primary responsibilities of employee relations and transactions, including the paperwork and statutory record keeping associated with these designations. This is a key post within the academy, which due to its extremely confidential nature, requires high levels of diplomacy and sensitivity, as well as dedication and a highly efficient, organised and responsible approach.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES

1. In line with the Trust's HR strategy, deliver and manage the HR function across the academy including:
 - Liaise with the Trust and the Trust's HR / payroll provider, to provide HR help and advice for all staff and relevant external parties in relation to Trust policies / procedures and statutory legislation. This includes but is not limited to disciplinary, pay, performance, capability, grievance, absence and sickness absence.
 - Complete all necessary paperwork and processes in relation to new starters, personnel changes / amendments and terminations of contracts for staff.
 - Liaise with the Trust and the Trust's HR / payroll provider on all staffing matters (including organisational change) under the direction of the Headteacher as required.
 - Ensure staff records are maintained and kept accurate in Arbor (academy's MIS) for all HR issues, including training and sickness absence.
 - Ensure staff information is correct on both Arbor and the Trust's HR / payroll provider.
 - Create, maintain and update associated confidential files, HR personnel records and documentation for all staff as requested to ensure that the Headteacher always has access to the most up-to-date information.
 - Maintain HR / payroll archive records and personnel files ensuring they are kept confidential and physically secure.
 - Undertake HR related correspondence as requested by staff or other outside agencies as required.
2. Manage the process of **recruitment** of staff providing relevant support and guidance to the Headteacher and Senior Leaders, including:
 - Organise advertising requirements and candidate recruitment packs, ensuring that job descriptions and person specifications are accurate and up-to-date.
 - Input vacancy details onto the Trust's preferred online advertising platform and academy website.
 - Manage and respond to all emails, verbal and written enquiries from prospective candidates.
 - Collate completed job applications and work with relevant line managers to shortlist as required.
 - Prepare interview questions as required.
 - Request references for applicants, including overseas 'Good Conduct' references prior to interview (where possible) and

ensure safer recruitment requirements are upheld, liaising with the Trust's HR provider as necessary.

- Co-ordinate interview days and timings for candidates, organising site tours where required.
- Assist with the interviewing of non-teaching staff as directed.
- Issue conditional offer of employment letters and input new starter details onto Arbor and the Trust's payroll platform.
- Submit paperwork for DBS applications and complete other contractual paperwork.
- Ensure DBS applications are complete before a new employee starts. Where this is not possible ensure the appropriate safeguarding guidance is followed and a risk assessment completed.
- Check that contracts of employment are in place prior to an employee starting and that they are accurate and correct.

3. **Induct new staff** into MCEA, ensuring there is an appropriate induction programme for each new member of staff (liaising with colleagues regarding their responsibilities) and coordinating regular evaluation of the induction process including:

- Oversee the probationary periods of support staff including organising probationary meetings and providing guidance to managers, typing correspondence and probation reports and arranging and take minutes at meetings, when required.

4. In line with Trust policy and procedures and relevant statutory legislation, provide **guidance and support** to the Headteacher and Senior Leaders regarding employee relations matters, including but not limited to:

Sickness absence management (short-term and long-term)

Ensure effective monitoring of the Trust's Leave of Absence and Health and Attendance policies and:

- Record absences on Arbor and the payroll platform where appropriate.
- Undertake return to work interviews and absence review meetings.
- Liaise with the academy's Occupational Health (OH) provider as directed, making referrals as directed by the Headteacher and ensuring reports are produced and circulated to the Headteacher as required.
- Monitor sickness levels for trigger points and notify Senior Leaders when triggers are met, arranging absence review meetings as required.
- Notify the Headteacher and Senior Leaders of on-going health

issues, any necessary adjustments to duties or any other relevant information.

- Conduct first formal sickness absence review meetings as directed by the Headteacher.
- Produce half termly absence statistics for the Headteacher.
- Liaise with the academy's payroll provider and complete the necessary returns notifying them of any sickness absence.

Disciplinary, performance, capability and grievance

- Undertake the administration of all disciplinary, performance, capability and grievance matters as directed by the Headteacher.

Policies

Lead on HR policies including:

- Ensure that Trust policies and procedures are circulated to all staff.
- Update relevant policies with reference to current legislation, national agreements and Trust decisions as required.
- Attend meetings to keep up-to-date with DfE, Trust and LA policies as and when required.

5. Under the direction of the Headteacher and in line with Trust guidance and statutory legislation ensure that:

New employees

- All **pre-employment checks**, including safeguarding, visas and right to work (RTW), are carried out as required, liaising with the Trust in relation to any queries regarding RTW eligibility including possible sponsorship.

Visitors, contractors, volunteers and supply staff

- All **necessary checks**, safeguarding, visas, right to work and other regulations are in place for visitors, contractors, volunteers and supply staff.

6. Under the direction of the Headteacher, ensure that the **School's Single Central Record (SCR)** is maintained, accurate and up-to date at all times in accordance with Trust and national guidelines.

7. Manage the **payroll and remuneration** system correctly in accordance with Trust guidelines, timescales and agreed contracts, including:

- Maintain the payroll portal ensuring staffing details are correct, making sure that new starters are input, and any other

contractual changes are updated on a timely basis.

- Process ad-hoc claims for travel / mileage, unpaid leave of absence, additional hours / casual hours etc. on the payroll portal on a timely basis within agreed timescales.
- Ensure maternity / paternity leave procedures are followed, completing and submitting all relevant documentation for payroll, completing risk assessments for staff and providing interpretation of the procedures to staff as required,
- Respond to any payroll queries raised by staff on a timely basis.
- Check the draft payroll report for any errors liaising with the payroll provider to ensure any queries are investigated and resolved within agreed timescales. Notify the Business and Resources Manager of any unresolved queries.
- Respond to any pension contribution queries, including missing Teacher Pension Service Records, on a timely basis, making any changes as necessary on the Teachers' Pensions website.
- Prepare salary statements for teaching staff as required on an annual basis.

8. Keep up-to-date on **HR related legislation** including but not limited to :

- Pay and conditions arrangements included in the personnel handbook, ensuring updates are brought to the attention of relevant staff.
- Maintain an up-to-date knowledge of safeguarding legislation, ensuring statutory requirements are fulfilled, the highest standards are maintained, and Trust safeguarding policies and procedures are implemented and adhered to, in particular with regard to the recruitment and retention of staff.

9. Maintain accurate and up-to-date **records for training** as directed including:

- Maintain safeguarding training records, ensuring that all new staff have access to and complete relevant on-line safeguarding and prevent training.
- Book training and other professional development for staff including liaising with external providers as and when required.
- Monitor timescales for mandatory training such as safeguarding, Safer Recruitment and First Aid, ensuring that refresher courses and / or updates are booked well in advance of expiry dates.

10. Ensure the timely completion and submission of all **statutory returns and records** as required periodically or on an ad-hoc basis by the Trust, the LA, the DfE and other external agencies as required, and

dealing with any subsequent queries that may arise. This will include but is not limited to:

- Check the annual Teachers' Pension Return and completing any missing service.
- Compile and submit the School Workforce Census (SWC) to the DfE.

11. Variation upon job description - This job description sets out the duties of the post as at present. Such duties may vary from time to time, as commensurate with the role as directed by the Headteacher or Business and Resources Manager, without changing the general character of the duties or the level of responsibilities entailed. Such variations cannot themselves justify a reconsideration of the grading of the post.

Responsibilities for all Academy Staff:

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Safeguarding responsibilities for all staff:

- To behave at all times in a manner consistent with the academy's commitment to uphold the highest standards in safeguarding and promoting the welfare of children.
- To complete all training and maintain any qualifications regarding safeguarding which the academy requires.
- To follow the academy's policies and procedures in respect of safeguarding.
- To understand and follow the guidance on how to report any safeguarding / welfare issues that come to your attention, and never to ignore any such issues.

GDPR and maintaining confidentiality responsibilities of all staff:

- To maintain the confidential nature of information relating to the academy, its students and parents / carers, acting in accordance with the Data Protection Act / GDPR 2018 at all times.
- Manage online and paper filing systems in line with data protection / GDPR and Records Management Procedures.

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DIMENSIONS:

Supervisory Management: None
Financial Resources: None
Physical Resources: Office equipment
Other:

Physical Effort:

Working Environment:

CONTEXT: All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and students and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed from [Direct.gov.uk](https://www.direct.gov.uk)

'The Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service .

'CVs will not be accepted for any posts based in schools.'

Person Specification: Human Resources Administrator

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential: The successful candidate will:	How Measured	Desirable: The successful candidate may also have:	How Measured
Experience	Have demonstrable experience of undertaking administrative work.	1,2	Previous experience of working in the education sector.	1,2
	Have previous experience of working in a role involving some form of HR responsibility.	1,2	Experience of MIS / reporting systems used in the education sector and in particular experience of using SIMS or Arbor.	1,2
	Have experience of supporting senior leaders.	1,2		
Skills / Abilities	Have the ability to communicate effectively at all levels and fulfil all spoken aspects of the role with confidence.	1,2	The ability to minute take to a high level of accuracy even in large meetings.	1,2
	Have demonstrable communications skills with the ability to receive and give accurate information to a wide range of people inside and outside of the academy.	1,2		
	Be able to remain calm and controlled under pressure meeting conflicting demands and deadlines.	1,2		
	Be able to develop constructive working relationships with staff, whilst maintaining a high level of professionalism at all times.	1,2		
	Be able to check information and maintain accurate and detailed records.	1,2,5		
	Be able to draft reports and letters, reading and comprehending written information that may not be straightforward.	1,2,5		
	Be able to follow and work within procedures and guidelines.	1,2		
	Have excellent organisational skills both of own work and that of others with the ability to meet service demands and deadlines.	1,2,5		

	Have excellent problem-solving skills and ability to make effective decisions.	1,2		
	Have an understanding of procedures and legislation relating to confidentiality.	1,2		
	Be able to on own initiative within DSAMAT policy and procedure.	1,2		
Aptitude and Motivation	Observe the very highest respect of confidentiality and discretion at all times	1,2		
	Be prepared to take ownership of issues and enforce standards with others.	1,2		
	Have the ability to work on their own with minimal supervision and direction.	1,2		
	Be able to work as part of, and contribute to, a whole-school multi-disciplinary team.	1,2		
Competencies	Be able to establish rapport and respectful and trusting relationships with adults and young people.	1,2	A working knowledge of GDPR.	1,2
	Have an understanding of the importance of safeguarding of children and the importance of supporting child protection procedures.	1,2		
	Have the emotional resilience in working with challenging behaviours.	1,2		
	Be able to solve complex problems.	1,2		
	Be proactive.	1,2		
	Be professional and customer services orientated.	1,2		
Equality Issues	Be able to identify when discrimination is taking place in service delivery or in the workplace and to take appropriate action where this is identified.	1,2		
Specialist Knowledge	Be knowledge of a range of IT software, e.g. spreadsheets and databases.	1,2	Experience of using educational sector software information systems e.g. SIMS or Arbor.	1,2
Education and Training	Be able to present evidence of self-development.	1,2	Qualifications relevant to Human Resources management.	1,2,4
	Be willing to undertake training and development activities as required and to assist in training colleagues.	1,2		

Other Requirements	Be flexible in terms of occasionally working evenings in line with the school calendar.	1,2		
	Be eligible to work in the UK.	1,2		
	Not have a record indicating that they are unsuitable to work with children and young people.	1,2		
	Be able to respond to the demands of a changing environment with a flexible and positive approach.	1,2		
	Have an understanding of Health and Safety.	1,2		
	Be committed to promoting the ethos and values of the academy and getting the best outcomes for all students.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that academy policies are reflected in all aspects of his / her work, in particular those relating to;

1. Equal Opportunities
2. Health and Safety,
3. Data Protection Act (1984 and 1998) and GDPR (2018)
4. Code of Conduct

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