**JOB DESCRIPTION**

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| **Job Title:** | HR Administrator | **Department:** | Human Resources |
| **Hours of Work:** | 9am to 3pm Monday to Friday with 30-minute unpaid break, one-year fixed term contract, 52 weeks per year. | | |
| **Responsible To:** | HR Officer | **Responsible For:** | N/A |

**Summary of Role:**Provide comprehensive HR administration and support to the HR team across all aspects of HR. Reporting directly to HR Officer you will work closely together to ensure a high-quality HR service is delivered to the school, supporting our aim of making Woldingham School a great place to work.

**Main Tasks and Responsibilities**

To provide administrative support to the Human Resources department and the school in the following areas:

**Recruitment**

* To support the HR Officer in staff recruitment.
* Liaising with recruitment managers to complete authority to recruit forms and update job descriptions (where appropriate).
* Placing job adverts and updating the school website with current vacancies.
* Responding to candidate queries.
* Logging applicants and sending to managers for shortlisting.
* Organising interviews and producing panel packs.
* Requesting references.
* Checking applicant paperwork on the day of the interview and arranging tours when required.
* Sending out rejection emails.
* Maintaining accurate electronic and paper records of the recruitment and selection process.

**Induction**

* Supporting the HR Officer in creation of personnel files for all new starters.
* Undertaking new starter induction process including arranging any SSS training, taking staff photographs, issuing ID badges, and arranging induction meetings for support staff.

**Probation and Appraisals**

* Logging returned review paperwork and ensuring all parties have signed.
* Chasing outstanding performance reviews.
* Preparing reports of training needs from appraisals.

**Training**

* Managing the SSS training portal, ensuring everyone completes all mandatory training.
* Supporting the training provision provided to staff including booking courses and updating training records.

**Systems**

* Process information onto the HR database, to include staff details and changes, starter and leaver information and absence recording.
* Prepare absence reports.
* Maintaining starters and leavers on the ISAMS database.
* Managing the Leave Wizard holiday booking system for support staff.

**HR Administration**

* Answering and dealing with day-to-day enquiries (both internal and external) in a timely and efficient manner and building strong relationships with internal and external stakeholders.
* Dealing with incoming emails, post, and other paperwork as required.
* Processing leavers, preparing letters, and completing the leavers checklist to ensure all relevant departments are notified.
* Supporting the HR Manager and HR Officer with administrative tasks.
* Filing and maintenance of staff electronic files.
* Managing the HR in-box.
* Supporting HR projects and undertaking own projects/tasks where relevant.

**Terms and Benefits**

* Start Date: ASAP
* Salary: Circa £25,000 pro rata to hours worked.
* Holiday. The holiday entitlement is 5 weeks per year plus public holidays.
* Pension. The successful candidate will be auto enrolled into the School’s pension scheme, which includes life assurance.
* Lunch. A free lunch is available in the dining room each working day when the kitchens are open.
* Parking. There is free parking on site.
* Gym and Pool. There are staff sessions for use of these facilities.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * 1-2 years prior experience working with a HR department. * Experience of working in a busy department. * Intermediate IT skills in Microsoft with experience of using a database. * Excellent written and spoken communication skills. * Experience of creating new systems and processes to develop efficiency. |  |
| **Personal Skills** |  |
| * Approachable with excellent people skills. * Able to maintain high levels of confidentiality. * Effective communicator. * Able to stay calm under pressure and meet deadlines. * A strong team player, able to work with all members of staff. * A role model upholding a high standard of professionalism. * Ability to build strong working relationships with internal and external parties. * Strong organisational skills to plan and manage own workload with the flexibility to adapt to changing demands. * Excellent attention to detail. | * Committed to their own continuous personal development. * Solution focused. |
| **Ethos and Whole School Values** |  |
| * Able to operate at the heart of the school community. * Supportive of the Sacred Heart Values. * Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. |  |
| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people. * A satisfactory Enhanced Disclosure from the DBS. |  |