

Job Profile HR Administrator

Grade: TBC Date established: November 25

Core Purpose:

- To provide confidential administrative support to the HR Lead and Senior Leadership Team as required
- To provide occasional reception and administration cover, as needed, in centres when staff are absent

Main duties and responsibilities include:

- Deliver high-quality HR administration across the whole of the employee lifecycle, including onboarding, contractual changes, absence management, and offboarding
- To ensure that electronic employee records are accurate and up to date. This will include responsibility for data entry including CPD and training records, tracking required employee returns and attendance records
- Supporting the recruitment process, including placing adverts, tracking applications, producing documents for interviews
- To carry out all relevant pre-employment checks and on-boarding for new employees, liaising with finance and operations around payroll and IT requirements
- Monitor staff absences, obtain relevant self-certification / GP fit note / request for leave and notify HR Manager / Headteacher when absence trigger points have been reached.
- Issue return to work meeting record to Line Managers, monitor their return and add to staff record.
- Arrange, as requested, HR related meetings liaising with all participants, minuting meetings and produce outcome letters as appropriate.
- Supporting the HR Lead to complete the workforce census
- When necessary, undertake reception duties including answering the telephone, dealing with face-to-face enquiries and acting as the first point of contact for visitors to the school
- Promote the welfare of children and young people at all times and ensure safeguarding policies and procedures are followed
- To undertake any other duties as necessary which are commensurate with the responsibilities and salary of the post to ensure the smooth running of the school

Special Conditions

- This post is term time plus Inset days (39 weeks)
- The post-holder will be allocated a base of work and will be reimbursed for mileage when asked to carry out work duties at other centres within the Altus School; As the postholder may be required to work across centres, an ability and willingness to drive is necessary
- The position is subject to an enhanced Disclosure and Barring Service Enhanced check, and you will be asked to apply for a disclosure certificate if you are offered the position.
- All data and information must be treated as confidential

Criteria	Essential	Desirable
Education		
Level 2 Literacy and Numeracy qualification	E	
Level 3 qualification		D
HR, Administration or business office qualification		D
Knowledge and skills		
Knowledge of and skilled use of Microsoft and information management packages	E	
Ability to be able to work under pressure, meet deadlines, demonstrating flexibility and ability to embrace change	E	
Ability to develop good professional working relationships with staff, students, parents and external professionals	E	
Knowledge and understanding of recruitment process and safer recruitment practices		D
Ability to be able to work under pressure, meet deadlines, demonstrating flexibility and ability to embrace change	E	
Can work independently, unsupervised and manage time efficiently	E	
Can work collaboratively as part of a team	E	
Ability to take responsibility, work autonomously within agreed boundaries and expectations	E	
Experience		
Experience of working in a school environment		D
Experience of working within HR, using a range of Microsoft and other packages		D
Experience of using Microsoft packages to a high level	E	
Safeguarding and confidentiality		
Demonstrate a clear understanding of roles and responsibilities of duty of care and safeguarding	E	
Demonstrate a clear understanding of roles and responsibilities with regard to confidential and safe working practices	E	
Have a proven record of meeting professional standards and being an outstanding role model at all times	E	
Other		
Driving license and willingness to travel	E	