



TOWNSEND  
CHURCH OF ENGLAND SCHOOL

## **HR Administrator**

**Grade: H6**

### **Main purpose**

To provide a high quality, efficient and compliant HR and payroll service to the school under the management and guidance of senior staff.

### **HR Administration**

1. To be responsible for all administrative procedures required in connection with changes to employment terms and conditions and resignation of staff, ensuring the appropriate policies are followed.
2. To be responsible for ensuring that all aspects of recruitment are carried out in accordance with good practice, including: support drafting job descriptions and placing advertisement, organising interviews and liaising with candidates, taking up references, paperwork for successful candidates including all pre-employment checks and appointment letters.
3. To ensure recruitment literature is kept up to date, in liaison with the School Business Manager
4. To assist with internal staff interviews when needed
5. To minute meetings relevant to HR issues
6. Under the direction of the School Business Manager to maintain HR files in line with GDPR requirements
7. To manage an efficient system ensuring contract review dates are met e.g. salary increments, temporary responsibilities, and fixed term contracts
8. To be responsible for the recording and monitoring of staff absences in conjunction with the Data Manager and School Business Manager
9. To ensure staff complete and submit appropriate paperwork for any absences
10. To record, monitor and oversee annual leave taken by support staff
11. To liaise with IT Department regarding starters and leavers
12. To check that appraisals and probations have been completed in line with specified deadline
13. In conjunction with the member of staff responsible for the Induction Programme, to organise the induction and training of all new staff and volunteers
14. To maintain the Single Central Register and ensure the information is accurate and up to date and complies with current statutory guidance.
15. To support in the review of employment policies and processes
16. Supporting the annual cycle of probation and appraisal processes, escalating any concerns to the School Business Manager
17. Supporting the preparation of routine metrics and the annual staff workforce CENSUS

### **Payroll administration**

1. To ensure payroll input documents submitted by employees are complete and ready for input
2. To assist staff with payroll queries.
3. To liaise with employees regarding access to their online payslips.

4. To process, record and reconcile hours worked by the Cleaning Team each month in conjunction with the Site Manager
5. To process all additional hours claims for both Teaching and Support staff
6. To process all absences in accordance with organisational requirements
7. To process all staff mileage claims

**Individuals in this role may also undertake some or all of the following:**

1. Undertake day-to-day supervision of more junior staff.
2. Assist with more complex HR related issues
3. Undertake administrative duties, such as reception, filing, and document preparation when required

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

**Job Context**

- HR roles fall within the schools' business and administration team who support the running of the school.
- HR roles cover some broader administrative work but have a focus on HR related tasks, ranging from routine data entry tasks to more strategic planning and management roles at higher grades.
- Responsibility for specified administrative duties requiring a degree of initiative.
- Responsible for HR administration for school
- Communicates a range of HR information both verbally and in writing with the senior leadership team and other staff.

**Knowledge, Skills & Abilities**

- Significant experience of working in a HR role.
- Requires knowledge of HR and Payroll procedures sufficient to be able to maintain accounts, produce financial reports, advise on variances equivalent to national qualifications level 4.
- Contributes to design and implementation of HR procedures
- Keyboard skills, applied with precision and speed.
- Communicates a range of HR information both verbally and in writing with the senior leadership team and other staff.

**Supervision**

- Responsibility for specified administrative duties requiring a degree of initiative.
- Some day-to-day allocation of work to others, requiring occasional supervisory responsibility.
- May demonstrate own duties to new or less experienced staff.

This job description reflects the current requirements of the post. As duties and responsibilities change, the job description will be reviewed and is subject to amendment in consultation with the post-holder.

Signed : .....

Date: .....