****

HR Administrator

Job Description

**Post Title**: HR Administrator

**Working Pattern**: The post is part time, term time only + 3 weeks.

Overtime, as agreed in advance with the School will be paid at normal rate or may be taken as time of in lieu as agreed with the Assistant Bursar.

**Hours:** 20 per week (10am to 2.00pm)

**Location**: Orley Farm School and other sites as required for the execution of duties.

**Responsible to**: The Assistant Bursar

**Post Objective**: To provide a pro-active HR administrative service. The HR Administrator is primarily responsible for the day-to-day functions detailed below and will be expected to perform such other reasonable tasks as requested in the course of their duties.

**Other Considerations:** You will be expected to observe and ensure safe working practices in carrying out the required duties and ensure that instructions are adhered to.

**Duties and Responsibilities**

**General Responsibilities (required of all staff):**

1. Be familiar with and adhere to the School’s policy and procedure, where applicable, in relation to your work to ensure that high standards of quality and good practice are maintained, developed and monitored.
2. Be aware of your responsibility under the School’s Health and Safety policy taking all possible steps to ensure a safe working environment, reporting all incidents or potential hazards.
3. Ensure all people are treated with respect, compassion, hospitality, and justice in the course of your work, thereby promoting the School’s core values and mission of equal opportunities through anti-discriminatory practice.
4. Responsible for ensuring that you keep your skills and knowledge up to date, participate in development reviews and attend relevant training courses.
5. Participate in the School’s appraisal and supervision processes, being set objectives and meeting development needs to improve performance and motivation.
6. Maintain confidentiality at all times in the course of your work.
7. Carry out any other task as may reasonably be expected at all times, at the request of the Assistant Bursar.

**Administration:**

1. To be the first point of contact for all basic HR related queries.
2. To ensure that all employee data and personnel files are secure, accurate, up-to-date and fully compliant with all relevant legislation.
3. To administer activities associated with new joiners, leavers and changes to employment status (e.g. Induction, employment contracts, letters, probationary reviews, fixed term contracts).
4. Organise and schedule Child Protection Induction for new joiners and refresher sessions for existing staff every 3 years.
5. Maintain and update the HR system and provide reports as required e.g. sickness absence
6. To administer the recruitment process as required.
7. To maintain the school PASS system and support managers as necessary.
8. To provide HR support at meetings as required from time to time.
9. To monitor records of absence and instigate appropriate action where it is at an unsatisfactory level.
10. Any other duties as may be required within the scope of this job profile.

**HR Administrator**

**Person Specification**

|  |  |
| --- | --- |
| **Qualifications** | * Educated to GCSE Level in English and Maths as a minimum. * Certificate in Personnel Practice or working towards associate membership of the Chartered Institute of Personnel and Development - Desirable * Experience: Previous administrative experience, including database management, previous experience in HR administration and recruitment, previous experience in Education an advantage |
| **Skills** | * Strong communication skills both verbal and written, * IT literate with broad experience of MS Word, Excel, etc. * General administrative skills * Accuracy and strong attention to detail. |
| **Knowledge** | * Employment legislation - desirable |
| **Personal Attributes** | * Able to forge effective working relationships with a wide range of staff * Self-motivated and able to work independently with minimum supervision * Excellent time management, organisational and administration skills |