



**BATLEY GIRLS' HIGH SCHOOL
JOB DESCRIPTION**

POST HOLDER	VACANT
TITLE OF POST	Human Resources Administrator
SALARY	Grade 6
LINE MANAGER	Human Resources Manager
RESPONSIBLE FOR	None

Purpose of the post

- To assist in the provision of an effective, courteous, and responsive Human Resources service to the school
- To act as the first point of contact for all customers of the Human Resources service
- To co-ordinate all recruitment systems, ensuring that recruitment and selection administration including pre-employment checks, are processed in an efficient and timely manner
- To maintain accurate Human Resources records, including accurately maintaining the school's management information system, on all employees, governors and volunteers
- To provide administrative support to the Human Resources Manager, as required

Key duties and responsibilities

1. HR Administration

- Administer the process for new employees and volunteers, including preparing contracts of employment, offer letters, volunteer agreements and processing all pre-employment checks
- Ensure all personnel within school have an appropriate and up-to-date Disclosure and Barring Service check, including staff/contractors/visitors and volunteers
- Ensure the Single Central Register is continuously updated in an accurate manner, in line with staff/contractors/visitors and volunteers entering and leaving the school
- Ensure electronic and paper based personnel files are maintained and filing is completed in a timely manner
- Administer the probation process ensuring line managers are advised of when review meetings are due to take place
- Ensure resignations are acknowledged in a timely manner, that the line manager is aware of the process and that any outstanding annual leave is calculated in accordance with the employee's terms and conditions
- Ensure exit interviews are conducted for all staff either face to face or electronically
- Assist in the preparation and submission of the School Workforce Census and other returns as required
- Respond to (in conjunction with the employee's line manager) to reference requests for current or ex-employees
- Maintain up to date procedural records for all Human Resources administration duties

- Assist the Human Resources Manager with day to day administration to support the effective functioning of the service

2. Recruitment

- Coordinate recruitment and selection processes for the school, taking the lead in preparing and placing job advertisements, producing job descriptions/person specifications, offer letters and statement of main terms
- Ensure all required pre-employment checks are undertaken in a timely manner, immediately alerting the Human Resources Manager to any issues with checks received
- Ensure that the Human Resources Manager is alerted to any outstanding pre-employment checks prior to the employee's date of commencement
- Ensure all new members of staff receive an induction on their first day of employment

3. HR Database and Reporting

- Ensure the Human Resources database accurately reflects current staff conditions and details. This includes inputting starters and leavers, contractual amendments, change of details, annual leave and recording sicknesses and other leave
- Assist in the provision of Human Resources related management information to enable the impact of projects, initiatives, policies and procedures to be established

4. Payroll

- Support with the preparation of payroll forms including contractual variations, new starters/leaver documentation

5. Advice and Guidance

- Provide day to day advice to line managers and employees on general Human Resources related queries, requests and policies/procedures, escalating more complex issues to the Human Resources Advisor or Human Resources Manager as appropriate
- Assist in formal meetings, such as employee disciplinary/grievance investigations/hearings, undertaking such tasks as may be required by the Human Resources Manager/Human Resources Advisor

6. Additional Information

- To adhere to school confidentiality practices.
- As part of your wider duties and responsibilities you are required to promote and actively support the School's responsibilities towards safeguarding.
- The postholder is required to have a good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.
- This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated Activity.