

JOB DESCRIPTION

Job Title: HR Administrator
Location: Mayfield School
Hours: 36.5 hours per week, all year round
Salary: Grade 3 SCP9 – 22 (£25,119 to £31,364 pro rata)
Reports to: HR Manager and Executive Headteacher

1.0 JOB PURPOSE

- 1.1 To provide an efficient and professional HR Support Service to the School.
- 1.2 Support the HR team at Mayfield to ensure that staff attendance levels are at a sufficiently high level to support the development of the establishments.
- 1.3 Conduct Return to Work interviews and support with Managing Attendance Procedures.
- 1.4 Maintain the Single Central Record and ensure that it is accurate and compliant with statutory requirements and best practice.
- 1.5 To support with recruitment campaigns.
- 1.6 Provide flexible support to other EIAT establishments and contribute in a collaborative way to the HR functions of the Trust.

2.0 DUTIES AND RESPONSIBILITIES

- 2.1 Liaise with agencies and support staff to ensure suitable cover arrangements are in place and best value is achieved.
- 2.2 Undertake all recruitment campaigns as required including designing adverts, Job Descriptions, and Person Specifications, managing reference requests, and organising interview arrangements.
- 2.3 Preparation and presentation of all papers in relation to grievances and discipline cases
- 2.4 Ensure that relevant policies for staff are distributed accordingly.
- 2.5 Liaise with Employer Relations and the School HR Manager and Trust HR Manager for advice as required.
- 2.6 Preparation of all documents in relation to employees' employment for establishments, the DfE and EIAT. Manage post-employment checks and procedures and ensure that employment contracts are arranged and distributed.
- 2.7 Administer DBS checks within legal guidelines.
- 2.8 Support with administering maternity leave and risk assessment
- 2.9 Resolve any pay queries.
- 2.10 Administer Occupational Health Requests
- 2.11 Monitoring of annual reviews of performance for some staff
- 2.12 Work with the Assistant Headteacher to organise training onsite.
- 2.13 Undertake staff inductions on the organisational aspects of the establishments.
- 2.14 Monitor probationary periods for all new staff
- 2.15 Provide reports in relation to recruitment/turnover, absences, and cover costs for SLT's and Governing Bodies.
- 2.16 Contribute to SLT meetings as required.
- 2.17 Support the appropriate staff who are also required to manage staffing issues.
- 2.18 Support the SLT's as required.

3.0 OTHER

- 3.1 To promote the agreed vision and aims of the School and Trust.
- 3.2 To undertake appropriate professional development including adhering to the principles of performance management.
- 3.3 To set an example of personal integrity and professionalism.
- 3.4 Attendance at appropriate staff meetings.
- 3.5 To work collaboratively with the School HR Manager and other Trust HR Managers to achieve best practice.
- 3.6 Any other duties as commensurate within the grade to ensure the smooth running of the School/Trust.

4.0 SAFEGUARDING

- 4.1 Have due regard for Safeguarding and Promoting the Welfare of Children and Young People and to follow the Child Protection Procedures adopted by the Trust.
- 4.2 To ensure all tasks are carried out with due regard to Health and Safety
- 4.3 To adhere to the ethos of the School and Academy Trust

5.0 SUPERVISION RECEIVED

- 5.1 Level of Supervision - Left to work with established guidelines subject to scrutiny by the HR Manager and Executive Headteacher.
- 5.2 Plan own work to ensure the meeting of defined objectives.

6.0 SUPERVISION GIVEN

- 6.1 Other support staff as required.

PERSON SPECIFICATION

	Requirements	Method of Assessment
Education & Qualifications	<ul style="list-style-type: none"> • Good standard of literacy, numeracy, and IT skills • CIPD qualifications desirable • Evidence of commitment to CPD throughout career 	AF AF AF & I
Experience	<ul style="list-style-type: none"> • Significant HR or Admin experience in a workplace • Knowledge of relevant HR legislation is desirable and an ability to keep pace with changes. • Understanding of the complexity of working in an educational environment and the challenges that it poses. • Experience of balancing competing priorities so that the focus remains on the most important issues. • A willingness to provide advice and support to staff. • Experience of a range of challenging situations with successful outcomes. • Experience of effectively working in teams and of working collaboratively with a range of people. • Familiarity of Managing Attendance processes and procedures is desirable (preferably in academies) 	AF & I AF & I AF & I AF & I AF, I, T AF & I AF & I AF & I
Skills & Ability	<ul style="list-style-type: none"> • Excellent relationships with students, staff, and families • Very high levels of emotional intelligence • High levels of empathy and a commitment to social justice • Excellent ability to read situations, 'take the temperature' and act accordingly. • Reflective, self-aware and ability to acknowledge when things do not work out and act to improve for the future. • Able to articulate approaches with clarity. • Effective use of own time and consideration of the impact of your work on the time of others. • Ability to maintain confidentiality. • Personal resilience and capacity to work under pressure to meet deadlines and organisational priorities. • Flexible in terms of working patterns and evolution of the role. 	AF & I I I I I AF & I AF & I I I I
Other	<ul style="list-style-type: none"> • Willingness to travel between sites. 	I

AF – Application Form, I – Interview, T - Test