

## Job Description

### Job Title

HR Administrator

### Reporting to

HR Assistant, through to HR Manager

### Department

HR

### Job summary

To provide a comprehensive, accurate and confidential administrative support to the HR team by effectively conducting its administrative duties and activities.

### Key responsibilities

- Administer the recruitment process, from preparation of adverts through to closure of recruitment files, for the School and Foundation in line with policies and procedures, and as set out by HR Assistant, including the vetting procedure, ensuring compliance with requirements from external regulators.
- Prepare, issue and monitor return of all new starter information including all offer letters, pre-employment checks and contracts of employment.
- Take responsibility for all transactional HR activities including new starters and leavers, induction, contract variations, absence data input and reporting and probation.
- Ensure all required employee information in relation to monthly payrolls is provided to payroll team in a timely manner, liaising with payroll colleagues where necessary.
- Administration of diary system to pick up key events eg probations, ending of fixed term contracts etc
- Provide occasional secretarial support by typing of notes/letters in relation to disciplinary matters.
- Maintain employee files ensuring confidentiality and data protection legislation is fully complied with.
- Update and maintain relevant staff database information as and when

required, ensuring accuracy and confidentiality.

- Handle initial enquires, both internal and external, relating to employees, responding where appropriate; determine when to seek guidance from, or escalate to the HR Assistant or HR Manager.
- Working closely with the HR Assistant on general HR duties, providing assistance as required including occasional project/ research tasks.
- Filing, photocopying and general administration duties as required.
- This job description is not exhaustive and it is expected that the post holder will be flexible in their approach, and undertake any reasonable duties as requested by the HR Manager.

## **General responsibilities**

### **Health and safety**

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to the Foundation's/School's Health and Safety Policy.

### **Child Protection/vulnerable adults statement**

The School/Foundation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out your duties you become aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's child protection officer or to the Headmaster.

### **Brand values**

Ensure your work, communication and approach conforms to the brand values and house style of the School and the wider Seckford Foundation.

Keep up to date, and comply with the Foundation's Rules, Policies and Procedures at all times, as detailed on the School Intranet.

	<b>Essential</b>	<b>Preferred</b>
Education and qualification	<ul style="list-style-type: none"> <li>• Minimum of English and Maths GCSE at grade C+ or above, or an equivalent qualification</li> </ul>	<ul style="list-style-type: none"> <li>• CPP qualified</li> <li>• Educated to 'A' level standard or equivalent</li> </ul>
Specialist knowledge and skills	<ul style="list-style-type: none"> <li>• High level IT proficiency in Word, Excel and Outlook</li> <li>• Ability to manipulate and present data from different sources</li> <li>• High level organisational skills with a methodical and efficient approach</li> <li>• Ability to work alone and within a team</li> <li>• Attention to detail/ accuracy</li> <li>• Numeracy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using employee databases and/or interfacing with payroll</li> </ul>
Interpersonal and communications skills	<ul style="list-style-type: none"> <li>• Confidentiality, discretion and tact</li> <li>• Positive approach</li> <li>• Adaptable and flexible</li> <li>• Excellent written and verbal communication skills</li> <li>• Proactive; able to use initiative within given guidelines</li> </ul>	
Relevant experience	<ul style="list-style-type: none"> <li>• A minimum of 2 years recent, administrative experience</li> </ul>	<ul style="list-style-type: none"> <li>• Proven recent experience as an administrator in an HR environment</li> </ul>
Additional requirements		