**Job Description**

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| **School:** | **The Wyvern School**  |
| **Job Title:** | **HR Administration Assistant** |
| **Postholder’s Name** |  |
| **Grade:** | **Hours: 37 per week** | **Weeks per year: 40** |

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| **Responsible To:** | *School Business Manager* |

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| **Responsible For:** |  |

**Purpose of the Job**

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| To undertake a wide range of clerical activities supporting the HR Manager and SLT with all matters relating to HR |

**Key Duties and Responsibilities**

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| * Act as the liaison between HR and employees, ensuring smooth communication and prompt resolution of requests and questions.
* Assist in payroll preparation by providing relevant data  – (overtime / casual relief / expenses to payroll) and assist with checking monthly submission
* Communicate with the Schools HR and Payroll provider when necessary
* Communicate with Pension provider and Payroll provider to complete necessary paperwork and upload information to LGPS
* Assist HR Manager with recruitment procedures and pre-employment checks
* Assist with day to day operations of the HR functions and duties
* Provide clerical and administrative HR support
* Maintain staff records – enter onto SIMS new joiners / leavers / changes and advise payroll accordingly
* Assist with issue of staff contracts as received from payroll provider
* Maintain register of staff achieving 5 years’ service and amend payroll accordingly, notifying employee of change
* Check all fixed term contract and TLR expiries and follow up with action required – advise payroll of changes and notify employee
* Assist with providing maternity information and collect application for such – advising payroll provider and updating staff records
* Update and maintain single central record – confirming with HR Manager as appropriate
* Assist with School Workforce Census as appropriate
* Update training records, advising SLT of expiry of mandatory training
* Provide registers for internal and twilight/inset day training – updating staff records accordingly
* Book training courses and update staff records accordingly
* Assist with general office duties when necessary
* To be responsible for promoting and safeguarding the welfare of children and young people within the school
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
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**Person Specification**

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|  | **Criteria**  |
| **Qualifications** | * *Level 2 qualification in HR desirable*
* *English & Maths GCSE (grade C/4) desirable*
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| **Experience** | * *Experience of working in HR within schools desirable*
* *Experience of working with Schools HR systems (SIMs/Capita/Cantium ) desirable*
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| **Skills & Abilities** | * Excellent organisational skills
* Strong communications skills, both written and verbal
* Able to work autonomously and remain calm under pressure.
* Ability to organise and prioritise workload to achieve deadlines
* Ability to investigate complex queries and anomalies when required
* Commitment to the promotion of equality and diversity in all aspects of working
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| **Knowledge** | * Knowledge of HR within school, including systems and policies
* Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems.
* Knowledge of the School’s Record Retention Policy and freedom of information protocols of awareness of the requirement for this policy and protocol
* Knowledge of a range of IT systems
* Knowledge of computerised and manual filing systems
* Awareness of Data Protection and confidentiality issues
* Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety
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| **Behaviours** | * Adherence to the School Staff Code of conduct
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Always works in a way which is consistent with our school values and the behaviours

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