**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 |

**Person Specification**

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|  | **Criteria** |
| **Qualifications** | * *Level 2 qualification in HR desirable* * *English & Maths GCSE (grade C/4) desirable* |
| **Experience** | * *Experience of working in HR within schools desirable* * *Experience of working with Schools HR systems (SIMs/Capita/Cantium ) desirable* |
| **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 |
| **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 |
| **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   . |