**Trinity School, Sevenoaks**

**HR Administrator (with Admissions Support) Job Description & Person Specification**

Job Title: HR Administrator (with Admissions Support)

 Responsible to: HR Officer

 Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headmaster.

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Job Description**

**Role Purpose**

To undertake a range of administrative duties to support the HR Officer to deliver a consistent, high

quality and seamless service.

To support the Admissions Officer with student data entry and general queries following national offer day and in-year admissions.

**Main Responsibilities**

**Recruitment**

* Support with preparing job advert and writing Job description and Person specification in conjunction with recruiting manager
* Post job adverts on relevant recruitment sites and manage responses. Acknowledge applications, send applications to recruiting manager for shortlisting and respond to applicants regarding decision.
* Organise lesson observations (if applicable) and interviews for all roles
* Organise student tours and ensure DBS is obtained before interview commences
* Write to applicants after interview and advise of outcome
* Ensure all vacancies are advertised on school website and removed after closing date

**HR**

* Assist with the preparation of all paperwork for new starters including offer letter, contract of employment, references, medical checks, DBS checks etc
* Assist with ensuring all safeguarding clearances are completed for all new starters before they commence employment
* Support induction programmes for all staff including preparation of induction checklist
* Assist with the preparation of all paperwork for staff including contract variation letters, bonus letters, salary letters, maternity letters, pension letters etc
* Support with the leaver process for staff including payroll, return of school assets/equipment etc
* Update and maintain SIMS information system with all staff related data including contracts, absence, salaries, personal data
* Assist with pensions process for LGPS and TPS including paperwork for new starters, leavers, opt out and opt in
* Monitor all absences and organise return to work interviews and completion of absence forms
* Maintain the Staff Absence Insurance portal with staff details and absences
* Maintain absence records for internal and payroll purposes, support with overseeing the quality control of this information
* Monitor probationary periods for all staff and ensure that probationary reviews are carried out at the correct time
* Update staff lists and provide Headteacher and Deputy Headteacher with staff numbers/reports as and when required. Provide Heads PA with staffing changes for monthly Organisation Chart
* Support with staff anniversary process including purchase of gift, letters and maintaining spreadsheet
* Ensure HR files are created and maintained in keeping with guidance relating to this
* Ensure compliance with the Data Protection Act at all times
* Assist HR Officer with the completion of the School Workforce Census
* Safeguarding – assist with maintaining the single central register for staff and volunteers, co-ordinating all staff DBS checks including renewals
* Produce quality work that meets deadline and is accurate and professionally presented
* Prepare employment references and mortgage references for staff as and when required
* General HR filing including safeguarding forms and archiving files as required
* Assist with supporting staff with all HR queries relating to maternity, paternity, jury service etc
* Support with MyEPay queries and log in queries
* Monitor HR Inbox and respond to queries in a timely manner

**Admissions**

* Log in-year applications and details on excel using the completed application forms
* Follow up with initial parent queries, passing completed enquires to admissions officer
* Complete student data entry, from application form and pupil admission form, all data logged onto SIMS, following national offer day ready for the September intake
* Assist with general query support to the admissions officer when needed
* Update student files in the pastoral office with new Year 7 files

**Other**

* Undertake main reception duties, answering routine telephone and face to face enquiries and signing in visitors for lunch cover every day and any absences.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support diversity and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * GCSEs (or equivalent) with grade C/4 or above in English and Maths
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| **Experience** | * 2 years’ previous HR administration experience
 | * Experience of working in a school environment
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| **Knowledge** | * Understanding of the concept of internal and external customer service and the importance of providing this to ensure a successful school
 | * Knowledge of safeguarding requirements for working with children
* Working knowledge of SIMS
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| Skills | * Excellent IT skills, intermediate Excel and Word
* Good standard of numeracy and literacy
* Good written and verbal communication skills with the ability to communicate effectively with a wide range of people and personalities
* Excellent organisational and time management skills
* Ability to balance priorities and responsibility for the completion of a task
* A good skill level of checking integrity of data
* Willingness to take part in additional training when the acquisition of new skills is required
* Tenacious
* Self Starter
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| **General/****Personal Qualities** | * Smart, business-like, professional appearance
* Capacity to remain calm and to cope under pressure
* A team player, collaborative worker
* Self-motivated
* Initiative
* Proactive
* Ability to contribute greatly to the wider life of the School
* Driven with a desire to improve systems within a specialism
* Resilient
* Strives for excellence in every aspect of school life
* Understanding the need to convey the professional image and ethos of the school
* Organised, accurate and detail conscious
* Maintain confidentiality and work with discretion at all times
* Conscientious and reliable
* Determination and perseverance
* Enthusiasm
* Patience
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**Signed………………………………………… Date………………………………………**

**Employee**