

## TONBRIDGE GRAMMAR SCHOOL JOB PROFILE

Job Title:	Human Resources Administrator
Job Holder:	
Line Managed By:	HR Officer
Date:	November 2023
Hours of work	Full time: 37 hours per week Term Time (39 weeks per year including Academy Days) Plus 5 days to be worked outside of term time
Salary	TGS Support Staff Grade 3, point 12 £21,033fte (£18,393 actual)
<b>Job Purpose</b>  To provide high quality administrative assistance to the Human Resources Team.	
<b>Key Areas of Impact</b>  <b>Strategic Direction:</b> <ul style="list-style-type: none"> <li>To contribute to the Human Resources Team's role in the development and implementation of high quality personnel services.</li> </ul> <b>Personnel:</b> <ul style="list-style-type: none"> <li>To provide all aspects of administrative support to the Human Resources Team.</li> <li>In conjunction with the Human Resources Officer administer a robust safe recruitment process for the Academy. Prepare adverts, collate job applications for shortlisting, arrange and manage the interview process ensuring compliance at all stages of the recruitment and induction process.</li> <li>With the Human Resources Officer manage the exit review process on behalf of the Academy.</li> <li>To maintain accurate inputs to the SIMS Personnel module.</li> <li>To maintain accurate, current pension records for all staff.</li> <li>To maintain accurate absence records for all staff.</li> <li>To maintain accurate annualised hours records for the appropriate staff.</li> <li>To manage the Personnel email account.</li> <li>To work with the Human Resources Officer to issue staff data sheets and prepare documents for the Schools Workforce Census</li> <li>To report to the appropriate member of the Human Resources Team regularly and promptly on all staff matters.</li> <li>To support the HR Officer in obtaining safeguarding clearance for staff, and in maintaining the Single Central Record.</li> <li>Provide appropriate maternity/paternity information regarding entitlement of leave and requests for flexible working. Ensure risk assessments are completed and arrangements put in place. Manage communication with staff on maternity/paternity leave.</li> </ul>	

- Administer all documentation required by the Academy's payroll and pension providers liaising with the appropriate members of the Human Resources Team
- Update and issue of the Staff Handbook and policies

Other:

- To provide wider administrative support as required by the Head Teacher
- To establish and maintain an overview and understanding of all relevant SIMS modules and processes

Knowledge & Skills:

**Administrative Assistant – Human Resources should demonstrate knowledge and understanding of:**

- Current personnel policy and practice
- Mutual responsibilities of the Personnel Team
- Microsoft Office components, especially Word and Excel
- School information management systems
- Health and safety issues as they relate to a school environment.

Personal Qualities:

**Self awareness**

Emotional self awareness  
Accurate self assessment

**Social Awareness**

Empathy  
Organisational awareness  
Forward thinking  
Service awareness

**Self management**

Emotional self-control  
Achievement orientation  
Initiative  
Optimism

**Relationship management**

Confidentiality  
Developing others  
Influence  
Conflict management  
Team work and collaboration

Additional Notes:

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

As with all employees of Tonbridge Grammar School, the Administrative Assistant – Human Resources will be expected to:

- Play a full part in the life of the school community, to support the school ethos.
- Actively promote school policies.
- Commit to continuing professional development.
- Actively engage in the staff review and development process.
- Gain understanding of the IB Curriculum and the Middle Years Programme.

Signed by employee: .....

Signed by Head Teacher: .....