

Ripplevale School and College Rochester

Job Title:	HR Administrator
Job Holder:	
Line Managed By:	HR Manager
Date:	January 2024
Hours of work:	37.5 hours per week. Term Time Only (36 weeks)
Salary:	£18,393
Job Purpose To provide high quality administrative assistance to the Human Resources Team.	
Key Areas of Impact Strategic Direction: <ul style="list-style-type: none">To contribute to the Human Resources Team's role in the development and implementation of high quality personnel services. Personnel: <ul style="list-style-type: none">To provide all aspects of administrative support to the Human Resources Team.In conjunction with the Human Resources Officer administer a robust safe recruitment process for Ripplevale Rochester. Prepare adverts, collate job applications for shortlisting, arrange and manage the interview process ensuring compliance at all stages of the recruitment and induction process.With the Human Resources Officer manage the exit review process on behalf of Ripplevale Rochester.To maintain accurate inputs to the school systems.To maintain accurate absence records for all staff.To maintain accurate annualised hours records for the appropriate staff.To manage the HR email account.To work with the Human Resources Officer to issue staff data sheets and prepare documents for the Schools Workforce CensusTo report to the appropriate member of the Human Resources Team regularly and promptly on all staff matters.To support the HR Officer in obtaining safeguarding clearance for staff, and in maintaining the Single Central Record.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.Support with supplying documentation required by the Ripplevale Rochester payroll and pension providers liaising with the appropriate members of the Human Resources TeamUpdate and issue of the Staff Handbook and policies Other: <ul style="list-style-type: none">To provide wider administrative support as required by the Head Teacher.	

- To establish and maintain an overview and understanding of all relevant HR systems 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
- Googlesuite
- 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

Self-management

Emotional self-control
Achievement orientation
Initiative
Optimism

Social Awareness

Empathy
Organisational awareness
Forward thinking
Service awareness

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 Ripplevale Rochester, the HR Administrative Assistant 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.