



BORDEN GRAMMAR SCHOOL

HUMAN RESOURCES AND DATA ADMINISTRATION OFFICER

JOB DESCRIPTION

POST: HUMAN RESOURCES AND DATA ADMINISTRATION OFFICER

ACCOUNTABLE TO: SCHOOL BUSINESS MANAGER

JOB PURPOSE: PROVIDE SUPPORT FOR HR AND DATA ANALYSIS

Salary Scale KENT RANGE 5

Hours: 37 Term Time Only

Responsibilities

Working closely with the School Business Manager (SBM) and liaising with the Officer Manager and Exams Officer, this person will be able to,

Employment administration

1. Assist with preparation of recruitment material and administration including advertising, applicant tracking, arranging interviews and supporting the Headteacher's PA with the employment process i.e. pre employment checks, seeking references, DBS checks, pre-employment healthcare checks following safer recruitment training.
2. Assist in the preparation and administration of employment contracts.
3. Assist with the onboarding process such as adding new starters to relevant systems, sending welcome emails, liaise with all departments, review the process and forms regularly with input from the School Business Manager.
4. Assist with off-boarding of leavers, ensuring IT are informed of leaving dates, school possessions returned. Ensure personnel files are up to date and moved to leavers.
5. Assist with updating HR databases with regards to starters and leavers, and other relevant staff changes as and when required.
6. To assist with the effective onboarding process with all trainees including ID checks.
7. Enter trainees onto the relevant management information system and monitor, track and administer any leavers in a timely manner.
8. Support the School Business Manager in identifying training needs and inducting support staff
9. Liaise with payroll and HR as required to help set up new starters on school systems.
10. Liaise with the line managers of new support staff in order to support the administration of probationary periods and final reviews.
11. Assist in the coordination of the employee benefit offer and activities to drive engagement. This includes liaising with Benenden Health regarding new starters and leavers.

12. Arrange safer recruitment training as and when required, and ensure renewal dates are monitored and shared with staff and management.
13. Support with arrangements for the induction of all new support staff as required, identifying training needs and maintain the ongoing professional development records for all staff.

Absence and Appraisal administration

1. Effectively recording and monitoring staff absence through liaising with line leaders over return to work forms
2. Support the absence monitoring process for the school, monitor and track absence, liaise with staff, ensure absence records are accurate and up to date and arrange absence meetings.
3. Timetabling absence meetings and preparing monitoring reports for the School Business Manager
4. Assisting with the coordination of all appraisal forms, including tracking mid year appraisal processes

General administration

1. Compiling and maintaining paper, digital and electronic HR records in a timely and organised manner.
2. Monitor HR emails and respond or distribute as appropriate.
3. Organise and minute meetings when required i.e. HR meetings, exit interviews, new post interviews, including meetings outside normal working hours as required, and circulate associated information.
4. Recording and filing of training, including filing of certificates.
5. Contribute to the development of specific HR projects, policies and initiatives in line with departmental and Academy objectives.
6. Assist in organising /administration for the School Business Manager when required.
7. Support change and change initiatives within HR.
8. Respond to internal and external HR enquiries and requests, including auditors.

Data Analysis and administration

Working with senior staff, the existing data administrator and the exams officer to,

1. Create and run reports from Sims when required on attendance, behaviour and groups of students.
2. Support finding and presenting attendance and progress data using Sims, Alps and 4Matrix (training provided.)
3. Present data in an easily readable and usable fashion, particularly in tables and charts.
4. Support the senior team to find and produce data when needed i.e. for trustee reports, the website, parents evening attendance etc.
5. Support with the management of the SIMS platforms in terms of reports and records

Other

You may be required to undertake any other reasonable tasks as required by the Headteacher e.g. invigilation for internal examinations, general office cover.

This job description is current at the date shown, but, in consultation with the postholder, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ● Good general standard of education (maths and English at 4 or above or equivalent) 	
Specific Skills, Experience and Knowledge	<ul style="list-style-type: none"> ● Awareness and understanding of Health and Safety regulations ● Strong ICT skills (Competent in use of Adobe Acrobat, Word and Excel or Google equivalent) ● Experience working in office environment ● Knowledge of Safeguarding children and young people and Child Protection ● Experience of working with confidential information 	<ul style="list-style-type: none"> ● Previous experience of SIMS and 4matrix or similar management information systems ● Work in an HR capacity ● Previous experience of working in the education sector
Personal Qualities	<ul style="list-style-type: none"> ● Excellent record of punctuality and attendance ● Strong written and verbal communication skills ● Able to remain calm under pressure, to prioritise work and to work effectively as part of a team ● Ability to relate to pupils, their parents/carers and staff ● Exhibit flexibility, resourcefulness, initiative and adaptability ● Excellent communication skills with the ability to liaise with internal colleagues, senior leaders, and external contacts in a polite and professional manner ● Continually looking at ways to improve quality of service ● Willing to undertake relevant training to develop performance ● Proven ability to deal with confidential matters with discretion ● Ability to work with accuracy and excellent attention to detail 	<ul style="list-style-type: none"> ● Desire and potential to progress to further promotion ● Approachable and a good sense of humour

“Borden Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”