

## **Part time HR Officer and Administration Assistant**

**Position:** Part time HR Officer and Administration Assistant

**Location:** Nexus School - Tonbridge

**Contract Type:** Part time

**Hours:** Term Time only 20 - 25 hours per week (mornings)

**Salary:** KR5-6 depending on experience

**Start Date:** asap

Nexus is a thriving and inclusive special school committed to fostering an environment where both staff and students can thrive. We are currently seeking an organised, dedicated, and personable HR Officer and Administration Assistant to join our friendly and supportive team.

As an HR Officer /Admin Assistant, you will play a key role in supporting the Administration Department and HR function within the school. You will assist with a variety of HR and Administration processes, ensuring compliance with school policies, procedures, and legal requirements, while contributing to the smooth running of the department.

If you are passionate about working in an educational environment and have the skills and dedication to support the HR/Administration function, we would love to hear from you.

### **Please note**

In line with KCSIE 2024 guidance, as part of the shortlisting process, Nexus reserves the right to conduct an online search on shortlisted candidates as part of our due diligence and to share any pertinent information found concerning a candidate's suitability to work with children with the Headteacher

Nexus School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. As part of our safer recruitment process, all offers of employment are conditional on receipt of satisfactory pre-employment checks, including references, Occupational Health, DBS clearance and barred listing checks.

## **JOB DESCRIPTION**

### **Purpose of the Job:**

- Assist with recruitment and onboarding processes, including posting job advertisements, arranging interviews, and preparing offer letters.
- Maintain accurate and up-to-date employee records electronically.
- Support in the administration of payroll, benefits, and absence management.
- Assist with staff training and development, including managing records of training courses and certifications.
- Handle general HR queries and provide support to staff on HR-related matters.
- Ensure compliance with school policies, safeguarding procedures, and employment law.
- Coordinate staff performance reviews and probationary periods.
- Support the HR Lead with any other administrative duties as required.
- To provide an efficient administration and reception service to support the smooth operation of the school.
- To support the receptionist and cover the reception in the receptionist's absence.
- Supporting the administration team with adhoc duties as and when required.

### **Essential Criteria:**

- Qualifications in GCSE English and Maths grade C or above (or equivalent)
- Computer literacy – ability to use a computer and produce a range of accurate documents, using Windows WP package and basic spreadsheet/database and accurately input information, once training has been provided.
- Ability to work to deadlines.
- Previous experience in an HR and administrative role (experience in a school setting is essential)
- Strong organisational skills and the ability to manage multiple tasks simultaneously.
- Excellent attention to detail and a high level of accuracy.
- Strong communication skills, both written and verbal.
- Discretion and the ability to handle sensitive and confidential information.
- Knowledge of HR systems / SIMS and databases is a plus.
- A proactive and solution-focused attitude.
- Ability to interact courteously and confidently with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.
- Confidence and ability to ask questions relating to achieving the task
- Confident telephone manner and ability to write down accurate messages
- Good organisational skills, gained either through a course of study or within paid or voluntary work
- Ability to use an electronic filing system, once training has been provided.
- Ability to work confidentially, keeping work-related issues and discussions in the workplace
- Willingness to attend training courses which help you in your current role and develop your potential for other roles

**Desirable Criteria:**

- Experience in working in a busy Administration/HR environment and the knowledge of employment law and HR best practices.
- Experience working in an educational setting or understanding of the specific needs of school staff.
- Awareness of Data Protection and confidentiality issues.
- Knowledge and understanding of safeguarding.

**PERSON SPECIFICATION**

<b>Qualifications</b>	A minimum of Grade C in GCSE English and Maths (or equivalent).
<b>Experience</b>	Experience of processing HR procedures within a school environment, including using the SPS portal Administrative experience in a school environment Experience of office work in a busy environment Understanding of office / admin procedures Experience in using computers / ICT in an office environment
<b>Skills and Abilities</b>	Excellent organisational skills Good interpersonal skills Computer literate with the ability and desire to embrace new technologies and systems Good word processing skills Ability to communicate confidently and effectively with senior leadership as well as visitors, pupils, parents / carers and other school staff using a variety of media Ability to work under pressure and to deadlines Ability to take accurate notes of meetings – experience could have been gained through school or college lecture notes. Ability to retain and use a range of new information. Ability to work confidentially, keeping work-related issues and discussions in the workplace. Confidence and ability to ask questions relating to achieving the task Confident telephone manner and ability to take accurate messages
<b>Knowledge</b>	Working knowledge of HR systems and processes Proficient user of Word and Excel Awareness of Data Protection / GDPR and confidentiality issues Awareness and understanding of safeguarding Awareness of relevant Health and Safety issues

<b>Behaviours</b>	Professionalism Resilience Problem solving approach Positive attitude Adaptable and flexible Motivated Responsible Able to use initiative Confident Able to work under pressure Honesty and integrity Good time management Organised A team player
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