**Job Description – HR Administrative Assistant**

**Name:**

**Post Title:** HR Administrative Assistant

**School:** Ifield School

**Pay Range:** Kent Range 5

**Reportable to:** Director of Finance and Resources

**JOB PURPOSE:**

* To provide general HR and administrative support to the school under the direction of the Headteacher and the Leadership Team.

**PRINCIPAL ACCOUNTABILITIES:**

* Provide administrative support under the direction of the HR Lead, to enable effective and efficient HR services to Ifield School and The Cedar Federation.
* To process all leave of absence requests liaising with the Leadership Team, updating all records and upon completion advising the Finance Officer of any unpaid absences.
* To process all sickness absence and other absences ensuring accurate monitoring, produce reports for the Leadership Team.
* Arrange informal and formal meetings to enable leaders to meet with staff who have reached absence triggers.
* Conduct keeping in touch telephone calls for staff on long term absence and maintain records of conversations.
* To complete Occupational Health referrals for new starters and other referrals under the direction of the HR Lead or a member of the Leadership Team.
* To co-ordinate Performance Management routines for both Teaching Staff and Support staff.
* Arrange and maintain accurate records of all staff’s continuous professional development.
* Liaise with the Medical Officer to arrange staff vaccinations.
* Maintain staff personnel files for all staff, including new starters and leavers.
* To assist the HR Lead in the organisation of interviews and the recruitment process.
* To assist the HR lead in induction and probation processes and procedures.
* Co-ordination of pupil, staff and visitor accident reporting. Being aware of RIDDOR and follow the flow chart to alert the Headteacher of any reportable incidents.
* Complete driving licence checks, car insurance and minibus driver training and medicals.
* Maintain and update manual and computerised records/Management Information Systems.
* Comply with policies and procedures relating to confidentiality and data protection, reporting all concerns to an appropriate person.
* Provide support and cover for the front reception, ensuring a high quality, professional service, welcoming to all visitors, pupils, parents/carers and staff.
* To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
* To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
* To safeguard and promote the welfare of children and young people in line with school policies and Keeping Children Safe in Education (KCSIE) guidance.
* The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the role, skills and pay grade.

**“Only the best for Ifield School”**

Ifield School aims to provide an outstanding and supportive learning environment; one which allows everyone to achieve their very best, with high self-esteem and respect for others in the community, so that they are able to take their place in society with confidence and pride.

**The Job Description may be reviewed at the end of the Academic Year or earlier if necessary. In addition, it may be amended at any time after consultation with you.**

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| **Name:**  | **Name:** Maddie Arnold-Jones |
| **Signature:** | **Signature:** |
| **Date:**  | **Date:** |