

ST. JOHN'S C. E. PRIMARY SCHOOL

JOB TITLE:	Human Resources and Administration Assistant
REPORTS TO:	School Business Manager
GRADE:	KSC
HOURS:	Hours to be confirmed, minimum 27 hours per week Term time only (39 weeks)

1. PURPOSE OF THE JOB:

- a) To provide personnel support for approximately 100 staff employed on varying terms and conditions throughout the School.
 - b) To provide Administration support.
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2. PRINCIPAL ACCOUNTABILITIES:

Personnel

- a) To provide personnel support within the school, e.g. processing the appointment of new staff, contractual changes, leavers, sickness and absence.
- b) To support the recruitment process for employees and volunteers. For example, placing adverts, preparing applications for short listing, arranging interviews and packs for the panel, requesting references and producing offer letters and contracts as appropriate.
- c) To ensure the induction process is completed (liaising with line managers), maintain staff induction packs and to advise appropriate departments of joiners.
- d) To follow the agreed process for leavers, updating all appropriate departments.
- e) To carry out DBS checks for new employees, volunteer helpers, contractors and Governors and to help with updating and maintaining the Single Central Record (SCR).
- f) To help administer the absence process, logging absences and leave of absence requests accurately and in a timely manner, the organisation and completion of back to work meetings and processing medical certificates.
- g) To ensure all employee details are accurate and up to date on our management information system (MIS).

Administration

- a) To support the administrative function of the school, e.g. IT based tasks such as word processing and use of our MIS system (Arbor).
- b) To provide administrative support for the teachers in the school, e.g. helping to book a trip or arrange parent consultations.
- c) To organise a variety of projects, e.g. organisation of flu immunisations, managing school milk and arranging uniform for our Pupil Premium children.

- d) Maintenance of the school website.
- e) To carry out any other duties as directed by the Headteacher.
- f) To uphold all school policies and maintain confidence at all times.

3. Person Specification

	Minimum
Qualifications	
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Experience working in a busy office or customer service environment. • Knowledge of administration and office systems. <p>Desirable</p> <ul style="list-style-type: none"> • Previous HR/Personnel experience or experience working in a school environment is desirable, although training can be provided.
Skills and Abilities	<ul style="list-style-type: none"> • Strong interpersonal and communication skills. • A helpful and positive team player with a can-do approach. • Excellent organisational and prioritisation skills. • Able to work independently and recognise when assistance is required. • Ability to be flexible, use initiative and be calm under pressure. • High levels of attention to detail. • Proficient IT skills. • Strong personal integrity.
Knowledge	<ul style="list-style-type: none"> • An understanding of confidentiality and safeguarding (child protection) issues in a school setting. • Awareness of national legislation and procedures relating to Health and Safety.

This job description is provided to assist the post holder to know their principal duties. It may be amended from time-to-time in consultation with you without change to the level of responsibility appropriate to the grading of the post.

Signed (Job Holder)_____ Date _____

Signed (Line Manager)_____ Date _____