



St Francis Catholic Primary School

Queen's Rd, Maidstone, Kent, ME16 0LB

Email: generalenquiries@stfranciscatholicprimary.com

Tel: 01622 771540 Headteacher: Mrs V Ebdon

Job Description: HR and Admin Officer

Job Title	HR and Admin Officer
School	St Francis Catholic Primary School
Grade/Hours	KSD 34 hours per week, 30 minute unpaid lunch break, 40 weeks
Responsible to	Senior Leadership Team (SLT)
Job Purpose	To provide comprehensive, high-quality Human Resources and administrative support, ensuring the smooth and compliant operation of all school functions and promoting a safe, professional environment for all staff and pupils.

Key Responsibilities

I. Human Resources & Compliance Management

- HR Casework and Advice:** Provide support, advice, and guidance on routine and complex HR matters to the Senior Leadership Team and Governing Body. Lead on HR casework, including disciplinary, grievance, capability and other HR issues, including investigations, ensuring adherence to school policy and statutory requirements.
- Policies and Legislation:** Ensure legally robust and compliant HR policies and procedures are in place and adhered to. Maintain current knowledge of relevant legislation, educational employment, and equality law, ensuring compliance across all HR functions.
- Recruitment & Safeguarding:** Manage the end-to-end recruitment process, including drafting adverts, managing applications, shortlisting, coordinating interviews, facilitating the onboarding process, and ensuring high-quality inductions for new staff. Ensure the school is compliant with Safer Recruitment practices and statutory guidance (e.g., KCSIE).
- Single Central Register (SCR):** Lead on HR aspects of the SCR, maintaining it accurately and ensuring all required pre-employment and safeguarding checks (e.g., DBS, Barred List, Right to Work) are recorded and compliant.

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5. **Employee Lifecycle Administration:** Complete documentation for all starters, leavers, and any contractual changes. Ensure contracts of employment are issued and recorded accurately, liaising with the payroll provider where necessary.
6. **Absence Management:** Monitor and record staff attendance, including sickness and leave. Collect self-certification and medical forms, conduct return to work interviews, and ensure the absence policy is followed, developing proactive strategies to manage and reduce absence.
7. **Data Management:** Accurately maintain HR systems, entering data, managing personnel files, and ensuring data quality and confidentiality in line with GDPR and school policy. Update staff training records with mandatory training and Continued Professional Development (CPD).
8. **Reporting:** Assist in the preparation of reports for the Governing Body, regulatory bodies, and internal senior staff, ensuring the school meets all statutory requirements.

II. School Administration

1. **Office Management:** Provide general administrative support to senior leadership and staff, including scheduling meetings, managing communications (e.g., correspondence, email inboxes), managing statutory administrative requirements such as census, data returns, national testing admin and maintaining office supplies.
2. **Facilities & Contractors:** Coordinate, liaise with, and manage contractors for services, repairs, and maintenance. Monitor service contracts, school licenses, etc..
3. **Pupil Data & Admissions:** Manage and maintain the school admissions process. Accurately maintain pupil information and files, producing lists, information, and data as required by senior leaders and teachers, analysis of standardised testing results etc.
4. **Communication:** Manage written and digital communication with parents, ensuring professional and timely correspondence.
5. **IT & Systems:** Utilise high levels of computer literacy, including Microsoft and Google systems, to ensure the smooth running of office systems and records.

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