

# Garlinge Primary School and Nursery

## JOB DESCRIPTION

Job Title:	<b>HR Assistant</b>
Reports to:	<b>Business Manager</b>
Job Holder's Name:	
Pay Grade:	<b>Kent Scheme C</b>
Date:	<b>June 2026</b>

### **Purpose of Job:**

To provide support to the Business Manager with the administration and organisation of personnel information and procedures.

### **Principal Accountabilities:**

#### **Staff Absence**

- Monitor staff attendance and punctuality, reporting attendance concerns to the Business Manager and compiling any documentation relating to staff absence
- Process all staff absences including special leave requests and staff absence forms, accurately inputting data into the MIS system and payroll spreadsheet
- Produce and monitor Return to Work Interview documentation
- Run staff absence reports as required and compile staff absence email updates twice daily for SLT
- Record annual leave for full-time staff

#### **Recruitment**

- Manage the Recruitment inbox
- Provide administrative assistance with the safe recruitment process including sending invites to interview; reference requests; formulating interview schedules; preparing interview questions and arranging interview tasks
- Support with procedures for the appointment of new staff: requesting relevant pre-employment checks such as DBS; health history questionnaire; social media and right to work checks
- Assist with the onboarding process including creating ID badges, compiling induction packs and ensure new starter checklists are completed
- Liaise with the Systems and Services Co-ordinator regarding setting up new starters and removing leavers from systems and school website
- Create and maintain accurate employee records on the school MIS, producing reports when required
- Maintain the Probationary Review Tracker including coordinating Probationary Review Meetings with line managers and processing probation documentation

#### **Training**

- Assist the CPD Co-ordinator by processing training requests
- Monitor and maintain the school's online training system
- Ensure that accurate training records are kept for employees on the school MIS
- Track training expiry and coordinate renewal reminders

#### **Staff Wellbeing**

- Foster a warm and welcoming open-door culture for all staff seeking support and advice on both professional and personal matters
- Promote an organisational culture of open dialogue regarding physical and mental health and wellbeing
- Signpost staff to support services such as Counselling or Supervision as appropriate
- Assist the Head of School with arranging supervision sessions for staff members
- Maintain and organise the Wellbeing Library including the procurement and logging records of library resources
- Assist with administrative processes pertaining to family leave, flexible working and occupational health

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## Other

- Manage the HR inbox
- Process contractual changes via the payroll system and produce documentation for staff
- Process leavers; notifying payroll, producing leaver documentation; removing data in line with retention policy and UK GDPR
- Assist with minute-taking during HR meetings when required
- Provide administrative support to the Business Manager and HR Officer including the production, distribution, collation and filing of all staff documentation
- Ensure all administrative tasks are undertaken in accordance with school policies and procedures
- Monitor visitor DBS checks ensuring appropriate safeguarding procedures are complied with
- Maintain strict confidentiality when handling staff information and HR documentation
- Organise volunteer and work experience placements
- Update HR notice boards

## General:

- Present the school in a positive way in the community.
- Respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
- Support the aims and ethos of the school, showing respect for self, each other and the environment.
- Promote equality for all individuals.
- Set a good example in terms of dress, punctuality, attendance and behaviour.
- Attend team and staff meetings during working hours as required.
- Regularly check emails and pigeonhole for correspondence.
- Undertake professional duties that may be reasonably assigned by the Line Manager or Senior Leaders.
- Undertake professional development and training opportunities to secure own working knowledge of new initiatives and practice.
- Comply with all school policies and procedures in particular those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**The Job Description is subject to the changing needs of the school and other duties may be required from time to time. It will be reviewed as part of the Appraisal Process.**

Signed .....

Date .....