



Kent County Council

Job Description: HR Administrator

School:	Langafel CE Primary School
Grade:	Kent Scheme KSD
Responsible to:	School Business Manager

PURPOSE OF THE JOB

- To lead all aspects of Human Resources within the school, ensuring effective recruitment, staff development and compliance, while fostering a positive and supportive working environment that enables staff to deliver high-quality education.

KEY DUTIES AND RESPONSIBILITIES:

HR/Personnel Duties

- To lead on the onboarding for all new staff including DBS checks, reference requests, offer letters, contracts, creating staff files, adding to systems needed.
- To keep track of all staff absence within the school, logging all absences on spreadsheet, SIMS and iTrent.
- Collate all absence forms for the month.
- Add all staff training to SIMS, spreadsheet and CPOMS, add certificates to staff files.
- Maintain the single central record
- Keep track of 3 yearly DBS renewals.
- Occupational health referrals.
- Probation reviews.
- Disciplinary meetings and paperwork.
- Assist with return to work meetings alongside Line Managers.
- Adding teacher salary uplifts and support staff uplifts to SIMS annually.
- Check on volunteers, supply staff and visitor's documentation.

Administrative Duties

- To assist office staff with call taking, assisting with queries from staff, parents, pupils and visitors, updating SIMS with pupil and staff changes
- Updating office calendar with school events, keeping website current, sending out all parent emails and class dojo correspondence.
- To update the website and ensure it is compliant

Finance Duties

- Assist Business Manager with raising PO's if needed

Support for the School

- Minute taking for meetings



General Duties and Responsibility for all Staff

- To carry out school policy as documented and/or as directed by the Headteacher.
- To present the school in a positive way in the community.
- To respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
- To work in a responsible and safe manner, paying attention to all Health and Safety procedures operating within the school.
- Undertake training necessary within the role.
- Participate in yearly Performance Management and coaching reviews.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/Business Manager to carry out appropriate duties within the context of the job, skills and grade.

Person Specification

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	NVQ 2 or equivalent
EXPERIENCE	Operational experience of administrative systems – knowledge of school systems would be advantageous
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Standard keyboard skills• Literacy and numeracy skills• Computer literacy – ability to produce a range of accurate documents and standardised reports using Windows Word package and basic spreadsheet and database functions• Ability to organise and prioritise workload to achieve deadlines• Ability to communicate effectively and in a courteous manner, in person and over the telephone• Ability to receive and access information over the telephone or in person and refer to the appropriate person or source of information• Ability to investigate queries and anomalies when required• Ability to operate computerised and manual filing systems and to make improvements where necessary• Ability to take accurate notes and minutes of meetings• Co-ordination skills when arranging meetings and appointments• Ability to process and maintain financial records



	<ul style="list-style-type: none">• Commitment to equalities and the promotion of diversity in all aspects of working
KNOWLEDGE	<ul style="list-style-type: none">• Requires knowledge and procedures for a range of administration activities including knowledge of various IT packages• Awareness of the School's Record Retention Policy and freedom of information protocols or an awareness of the requirement for this policy and protocol• Knowledge of computerised and manual filing systems• Awareness of Data Protection and confidentiality issues• Staff will be expected to have an awareness of and work within national legislation and procedures relating to Health and Safety