**Five Acre Wood**

**Term time - HR Administrator**

**20 hours per week term time only**

**9am - 1pm**

**Purpose:** To provide an efficient HR Administration service to the HR team

**Recruitment**

* Correspondence to candidates regarding class based assessment and assessment days
* Support HR function with assessment days including booking rooms and set up
* Reference requests and employment checks for candidates

**Absence**

* Daily input onto SIMS/Calenmob to ensure all absence data is accurate and up to date. Print out absence data on first day of absence so that information is ready for return to work meetings.
* Advise employees of outcome of absence requests.
* Set up absence meetings in line with absence management process, taking notes of meetings as required.
* Monitor fit note and expiry dates, ensuring notes are all received on time.
* Provide monthly absence figures to Head of HR by 5th following month for Governor reports.
* Ensure all employees who absent for more than 7 days are certificated ensuring that class team/line managers are advised immediately and Head of HR is advised via the weekly report so that the school can plan accordingly.

**HR System Management**

* Provide reports from SIMS on a range of HR activity.
* Conduct an audit twice yearly to ensure all records are accurate.
* Input onto SIMS

**Employee Changes**

* Correspondence with employees to advise of all contractual changes eg change of role, hours, salary increase, leavers, probationary letters etc.
* Keep a copy of all communication on personnel file.
* Filing for the HR team

**HR Team**

* Support Head of HR and HR team with administration for projects

**Person Specification**

* Excellent Microsoft Office - Excel and Word
* HR experience preferable
* Good communication skills
* Excellent reporting skills
* Worked with systems - HR management system or SIMS
* Ability to work to deadlines and manage a varied and busy workload
* Highly organized
* Numerate
* Attention to detail
* Be calm under pressure
* Flexible approach and the ability to work to deadlines
* Commitment to the team and a team player
* Looks for ways to continuously improve
* “Can do” approach
* At least GCSE English Grade C (or above/equivalent)

**Additional Information**

The HR team supports approximately 330 staff across 3 sites in the Maidstone area, plus a newly established college and an external provision.

The team is made up of a Head of HR, 2 HR Officers and an HR Administrator. The role is based at FAW Boughton Lane, Maidstone with the HR team. This is an ideal role for an experience and proficient administrator who would benefit from working term time only.

The role is term time only, 20 hours per week, hours are 9am-1pm.

FTE for the post is £17,400. Actual salary for term time only 20 hours per week will be £7,950. In addition to the salary there is a generous KCC pension scheme, Kent Rewards – which has access to discounts at 100’s of food shops, retailers, restaurants and cinemas and a Cycle to work scheme.

**Five Acre Wood**

Five Acre Wood is a successful, outward looking and expanding District Special School based over 3 sites in and around Maidstone, Kent. We currently have 530 pupils on roll aged 2-19 years with profound, severe and complex needs. We have approximately 330 employees. Our achievements include Ofsted “Outstanding”, Investors in People “Gold” and we have recently gained the WAS “Wellbeing Award” which recognises how we look after employees and pupils. We have a “Culture team” whose role is to ensure culture is at the heart of what we do. There is a real opportunity to make a difference to the HR function and school.

Our school is committed to safeguarding pupils and staff. Our staff recruitment policies and practices comply with safe recruitment and selection requirements. We always ensure clearance of enhanced Disclosure and Barring Service (DBS) prior to employment.

October 2019