

# ROLE SPECIFICATION

<b>Job Title:</b>	Human Resources Administration Officer	
<b>Grade:</b>	5	SCH496
<b>Reporting to:</b>	Senior Resources Manager	
<b>Department:</b>	Resources	
<b>Location:</b>	Millais School	

## MAIN PURPOSE OF THE ROLE

- **To support the drive for excellence in teaching and learning by contributing to the effective recruitment, retention and continuous development of high calibre staff**
- **To fulfill an important requirement of child safeguarding by maintaining the Single Central Record**
- **To help maintain employee relations by influencing the delivery of a consistent HR service throughout the school**

## ACCOUNTABILITIES AND TASKS

Accountability	Task
<p><b>Recruitment and selection</b></p>	<ul style="list-style-type: none"> <li>• Liaising with the school's recruitment agency to support the process for the selection of new teaching staff</li> <li>• Assisting with the recruitment process for support staff vacancies:                             <ul style="list-style-type: none"> <li>- drafting and placing appropriate advertisements</li> <li>- helping to produce role and person specifications</li> <li>- distributing application forms for the short listing of candidates</li> <li>- scheduling and organising interviews and preparing questions for competency related interviews</li> <li>- drafting offer and decline letters and ensuring the completion and recording of basic details and safeguarding and health checks</li> <li>- gathering references</li> </ul> </li> <li>• Recording personal and contractual details in SIMS Personnel 7</li> <li>• Checking and issuing new WSCC employee contracts on receipt</li> </ul>
<p><b>Employee relations and reward</b></p>	<ul style="list-style-type: none"> <li>• Helping with staff communication initiatives</li> <li>• Supporting welfare related matters and referrals to Occupational Health</li> <li>• Administering absence monitoring and recording in consultation with line managers, including return to work notification and interviews; completing the weekly absence return to WSCC Pay and Employment Services; notifying support staff absences to general staff</li> </ul>

## **Performance Management**

## **Training and Development**

## **General Administration**

- Coordinating the approval and recording of time off requests
- Supporting the fair and equal treatment of all employees through the consistent implementation of policies on equality and diversity
- Administering disciplinary related matters and supporting the appeals processes, in line with WSCC HR procedures
- Assisting with staff re-structuring initiatives
- Organising and reporting on the outcomes of exit interviews
- Completing new starter and leaver forms
- Arranging and recording contract variations as instructed
- Dealing with general pay and benefits queries in consultation with WSCC Pay and Employment Services (Schools)
  
- Coordinating probation reviews and confirmation of appointments
- Supporting the teaching staff performance management process
- Coordinating the support staff performance appraisal process
  - updating relevant forms and guidance
  - assisting with guidelines on appraisal including SMART objectives and performance ratings
  - maintaining the competency dictionary
- Recording performance review outcomes and monitoring and recording any follow-up action
- Maintaining support staff competency profiles
  
- Assisting with induction arrangements
- Monitoring and recording personal development plans
- Assisting with arrangements for training and development, including staff exchanges, mentoring and coaching; recording training providers
- Recording training in Personnel 7 and updating competency matrices
  
- Maintaining personnel records including personal files
- Administering the Central Single Record for Child Safeguarding
- Assisting with updating school HR policies and procedures and contributing to their correct implementation by line managers
- Researching legal issues and other useful information to support the effective HR administration of the school
- Carrying out any reasonable request from the Headteacher and senior staff.

## SCOPE OF DECISION-MAKING / FINANCIAL CONTROL

- Post requires absolute confidentiality and integrity in dealing with sensitive information about people
- Key role as custodian of the Central Single Record in complying with child safeguarding requirements
- Contributes to effective employee relations in the school and acts in an intermediate advisory role to line managers
- Main operator of the SIMS Personnel 7 database with day to day responsibility for maintaining personnel records for access and interpretation by senior staff
- The role has no financial or supervisory responsibility

## COMPETENCIES FOR THE ROLE

The job holder will need to master the following key competencies in the role:

- **Problem Solving and Judgement**
- **Planning and Organising**
- **Initiative and Ownership**
- **Customer Focus**
- **Organisational Awareness**
- **Influence and Impact**

## PERSON SPECIFICATION

### Knowledge and Experience

The role holder will be :

- an experienced administrator with proven integrity, approachability, accuracy and reliability, and the ability to focus on achievement;
- tactful and diplomatic with the capacity to make the right judgements in sensitive and difficult situations;
- able to analyse and adapt information to meet any given need and have a good eye for detail;
- a quietly confident individual, able to take the initiative and think and plan ahead, whilst knowing when to seek advice;
- able to demonstrate a sound work ethic, maintain standards and operate flexibly.

### Essential Skills and Qualifications

- 5 GCSE's or equivalent at Grade C or above – including English Language **or** a minimum of 2 years relevant administrative experience
- Good ICT, oral, literacy and numeracy skills
- Good inter-personal and communication skills.

### Desirable

- 'A' level standard education and CPP or CIPD qualified, or working towards either qualification
- Previous experience in an educational setting would be an advantage

***This role specification contains an outline of the jobholder's principal accountabilities and is not intended to be exhaustive. It will be reviewed with the jobholder at appropriate intervals by the Headteacher of Millais School, as necessary in consultation with the Governing Body.***