



Job Description			
Job Title	HR Administrator	Job Holder	
Author	Jo Evans	Date Created	Apr 2022
Date Reviewed		Next Review Date	
Level	4	SCP	8 - 12

This Job Description sets out the scope, duties, responsibilities and working practices that the successful applicant will be required to undertake, discharge and demonstrate on an ongoing basis.

Outline Description of Role

To ensure that all HR administration is carried out in line with the requirements of the HR Officer.
To support the HR Officer with all recruitment.

Responsibilities – To:

1.	Under the direction of the HR Officer, to carry out all administration relating to recruitment including placing adverts, arranging Open Days, Interview Management, including interviewing where necessary, ensuring that the school's Safer Recruitment and Selection policy is followed at all times.
2.	Send offer letters to successful candidates.
3.	Provide support for the new starter procedure to include all recruitment checks
4.	Effectively support the induction process for all new starters to ensure that they receive all statutory information as well as Claycots school specific information.
5.	Be responsible for production of fobs and ID badges for all new starters as well as miscellaneous staff
6.	Under the direction of the HR Officer and the Data Manager, ensure that SIMs Personnel module is up to date at all times by adding contract details, amendments to contracts, etc.
7.	Be responsible for taking minutes at meetings as required by the HR Officer and Business Manager.
8.	Support the HR Officer with the implementation of the school's Attendance at Work policy by carrying out RTWs, recording absence and providing information as necessary.
9.	Be responsible for HR filing and ensure this is kept up to date.
10.	Support the Business Manager with school INSET days which will include but not be limited to: arranging spaces, providing signing in sheets, arranging refreshments etc.
11.	Be responsible for maintaining and updating the School's Staff Handbook and sending updates as appropriate.
12.	Be responsible for the Staff files and the archiving of these in line with school policy.
13.	Be responsible for all off site archiving of any school documents as required by the Business Manager.
14.	Manage and update the school's training log.
15.	Liaise effectively with parents and any other outside agencies as required by the Head Teacher.

Duties

16.	Undertake such other duties as reasonably correspond to the general character of the post and commensurate with being a member of the Claycots School Support Staff team.
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17.	Contribute to and exemplify the values of the Claycots School. The post-holder will be expected to comply with any reasonable request from the Business Manager, Head Teacher and Governing Body to undertake work of a similar level that is not specified in this job description. Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
18.	Understand and comply with the Support Staff Standards at all times.
19.	Actively promote the inclusion of all children into whole school activities.
20.	Actively seek opportunities for professional development.
21.	Be aware of and respect all children's religious beliefs and cultures.
22.	Support, promote and comply with decisions and policies agreed by the leadership team and the governing body.
23.	Develop effective, professional working relationships with colleagues
24.	Have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager.
25.	To support the school's Daily Supported Reading scheme as directed by the Head Teacher
26.	Undertake a 30-minute duty each week.

Compliance	
27.	During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Claycots School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so
28.	During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.
29.	In accordance with the School's commitment to follow and adhere to the latest update of the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school. You are also required to know and comply with the latest update of DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People'. You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times
30.	The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.
31.	No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Claycots School. No smoking or intoxicants are permitted in School vehicles or in any



	vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.
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