

OUR VALUES

We enrich through a broad and varied curriculum

Job Description

Job Title:	HR Administrator
Line Manager(s):	Head of HR
Department:	Human Resources

Job Summary

To play a key role in supporting a busy HR department by providing high-quality administration support, with a particular focus on recruitment, payroll, and HR systems management.

Main Responsibilities

Recruitment:

- Draft job adverts and descriptions, advertise vacancies using the new HR system (IRIS Recruitment) and external platforms.
- Upload vacancies, screen candidates and support line managers during the shortlisting process via IRIS Recruitment.
- Organise interview schedules, prepare interview packs and support logistical arrangements to ensure a smooth candidate interview experience.
- Manage the recruitment email box, responding promptly to enquiries and maintaining clear and professional communication with candidates.
- Identify any candidate employment history gaps for discussion at interview.
- Communicate interview outcomes and manage candidate feedback.
- Act in accordance with safer recruitment guidelines.

Compliance:

- Conduct and record all required pre-employment checks for staff in line with safer recruitment guidelines (including references, social media checks, DBS and overseas police clearance checks where relevant) ensuring all necessary checks are completed before employment commences and escalating any concerns on suitability.
- Maintain records for external contractors, clubs and volunteers, including carrying out safeguarding checks before they commence work.
- Maintain the Single Central Register (SCR) of appointments for staff, governors, contractors, agency staff, external coaches and volunteers, ensuring it is kept accurate and fully compliant with inspection regulations.
- Maintain up-to-date knowledge of relevant statutory compliance requirements for schools.

HR systems management:

- Contribute to the implementation of new MIS systems (IRIS Recruitment and Every HR).
- Update the HR systems and iSAMS as necessary, ensuring all data is accurate and current.
- Generate reports from HR systems as needed.

Administration:

- Prepare and issue all contracts of employment and deal with changes to terms and conditions of employment for staff.
- Coordinate induction arrangements with relevant staff for new starters.
- Maintain induction, probation, training and appraisal records ensuring line managers have all relevant documentation.
- Proactively monitor and record staff absences, ensuring doctors' certificates are obtained and return to work procedures are followed.
- Provide staffing information for managers as requested.
- Provide minute-taking support as required.
- Support with the accurate completion of the annual School Workforce Census.
- Support the Head of HR with matters pertaining to ISI and Ofsted inspections.
- Maintain organised filing systems, following data protection requirements.

Payroll and Remuneration:

- Support the preparation of the monthly payroll process, including checking and inputting of timesheets, new starters, contract changes and leavers, pay increments, changes to allowances and other salary adjustments.
- Undertake appropriate salary calculations for starters, leavers, maternity pay, etc.
- Prepare the communication of salary changes to staff.

Continuing Professional Development:

- Keep up to date with changes in employment legislation, guidance and good practice.
- Evaluate own professional performance and be committed to improving own practice through appropriate training and development.
- Engage actively in the performance review process.

General:

- Ensure confidentiality is maintained at all times.
- Be familiar with and ensure employment related policies and procedures are applied consistently.
- To participate in staff meetings, INSETs and additional School functions as required.
- Actively promote and model good practice in equality, diversity, and inclusion, and to support and uphold fundamental British values.
- To promote and uphold the ethos and values of Tormead Limited.
- To adhere to all School policies, procedures and risk assessments.

The responsibilities linked to this position are wide-ranging and the duties listed above in this job description are not intended to be exhaustive. It will be necessary to perform other such duties as are reasonably required.

Safeguarding Children

The postholder is responsible for promoting and safeguarding the welfare of children and young persons with whom they come into contact, and to adhere to and ensure compliance with the School's Safeguarding Policy at all times. If, in the course of carrying out their duties, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to one of the school's Designated Safeguarding Leads in accordance with the School's policies and procedures.

Key Relationships

Internal: Head of HR, Head's PA, Director of Finance & Operations, members of the Executive Group and Senior Leadership Group, Finance Controller, Heads of Department, colleagues.

External: Prospective employees and external contractors.

Person Specification

	Essential Criteria	Desirable Criteria
Qualifications & Training	<ul style="list-style-type: none"> • A good standard of education, especially in English and Maths to GCSE or equivalent • Evidence of continuing and relevant professional development 	<ul style="list-style-type: none"> • Educated to A Level or equivalent • CIPD Level 3, or studying towards
Experience	<ul style="list-style-type: none"> • Proven experience of working in a professional administrative role 	<ul style="list-style-type: none"> • Previous experience of end-to-end recruitment administration • Previous experience of working in education or another regulated environment
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent attention to detail, with accurate proof-reading skills • Excellent verbal and professional written communication skills • Excellent organisation and time management skills with the ability to prioritise, remain calm, and work under pressure • IT proficiency in Microsoft Word, Excel, Outlook and PowerPoint • Commitment to and an understanding of the importance of safeguarding and safer recruitment 	<ul style="list-style-type: none"> • Knowledge of HR databases and related processes • Knowledge of payroll processes and requirements • An understanding of employment law and HR practice • An understanding of ISI compliance requirements
Behavioural Competencies and Qualities	<ul style="list-style-type: none"> • Ability to take ownership of tasks and see them finished on time and to a high standard with minimal guidance and supervision • Exhibit tact, discretion and diplomacy and ability to maintain the confidentiality at all times • Strong team player with excellent interpersonal skills and ability to build strong working relationships 	