

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 support the Head of HR in the provision of a high quality, professional and efficient HR service across the Tormead group of schools, providing effective administrative support for the employee lifecycle, with a particular focus on recruitment, payroll, employee records and operational HR administration.

Main Responsibilities

Recruitment:

- Lead and manage end-to-end recruitment for a wide range of teaching, curriculum support and business services roles across a group of two independent schools, to include ensuring compliance with Safer Recruitment legislation.
- Partner with hiring managers to understand their staffing needs, define the role requirements and ensure that job descriptions are prepared to the highest quality to attract the most suitable candidates.
- Consider the most appropriate recruitment pathway depending on the role in order to reach the desired diverse target audience.
- Collaborate with hiring managers to deliver a seamless and positive candidate experience.
- Liaise with hiring managers to support the long-listing process, schedule interviews and ensure all interview panels contain a member of staff trained in Safer Recruitment.
- Liaise with the Head of HR to co-ordinate the offer process to ensure candidates get accurate and attractive offers quickly.
- Ensure that all Safer Recruitment principles and requirements are followed throughout the recruitment process, including completion of all pre-employment checks.
- Ensure that all new staff receive an effective induction, including relevant training.
- Proactively monitor probationary periods ensuring that line managers are reviewing performance prior to the completion of a probationary period.
- Contribute to embedding and optimising the new HRIS to improve recruitment operations.
- Working with the Head of HR, create and implement an effective onboarding process tailored to the many types of roles across the group of schools.

Single Central Register:

- Ensure the Single Central Register is maintained and updated accurately and on a timely basis for all staff, volunteers, governors and contractors across the Tormead group of schools, in accordance with regulatory guidelines including ISI.

Employee Relations:

- Manage and organise work of a confidential and complex nature, with considerable tact, diplomacy and a high level of commitment and customer care.
- Ensure effective communication with all staff on relevant HR matters.
- Provide employment advice and practical support to line managers and staff on the nuances of HR policies and procedures, ensuring clarity and understanding.
- Support the Head of HR with key tasks related to employee relations casework, including providing administrative support in relation to investigations and formal disciplinary and grievance meetings as required.

Payroll and Remuneration:

- Work collaboratively with the Financial Controller to ensure an efficient payroll process is in place.
- 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.
- Update the salary scales as appropriate.

HR Administration:

- Prepare and issue all contracts of employment and deal with changes to terms and conditions of employment for staff.
- Ensure that up to date training records are held centrally for all staff including those relating to statutory requirements (e.g. first aid, health and safety, minibuses drivers, DSL, EVC, etc.)
- Liaise with line managers to ensure all Business Staff appraisals are completed on a regular basis
- Proactively monitor staff absences, providing support to line managers, ensuring doctors' certificates are obtained and return to work procedures are followed, and accurately recording absence information for HR and payroll purposes.
- Administer and provide advice to line managers and staff about all types of leave, including managing the maternity and shared parental leave process and ensuring that risk assessments are undertaken in liaison with the Head of Estates and Facilities.
- Production of management information, including absence reports, as required.
- Contribute to the implementation of new HR and payroll MIS systems and embedding and optimising the new systems, and oversee HR data management, including maintaining effective filing systems.
- Support with the accurate completion of the annual School Workforce Census.
- Support the Head of HR with matters pertaining to ISI and Ofsted inspections.
- Ensure all HR procedures and records follow data protection legislative requirements, including maintaining and securely disposing of staff records.

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.
- Perform any other tasks as reasonably required by senior members of the School.
- 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 School.
- To adhere to all School policies, procedures, and risk assessments, including safeguarding, child protection and health and safety.

This job description is not intended to be a comprehensive statement of procedures and responsibilities but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. The post holder shall be required to carry out other duties as necessary and required to meet the changing needs of the school.

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, Director of Finance & Operations, members of the Executive Group and Senior Leadership Group, Finance Controller, Heads of Department, Teaching and Business Staff colleagues.

External: Prospective employees and external contractors.

Person Specification		
	Essential Criteria	Desirable Criteria
Qualifications & Training	• Educated to A Level or equivalent • Evidence of continuing and relevant professional development	• CIPD Level 3, or studying towards
Experience	• Proven experience in an HR role • Experience of managing end-to-end recruitment processes • Proven experience of recruitment within a complex organisation	• Experience in working within education or another regulated environment
Skills and Knowledge	• Current knowledge of employment law and HR practice • Excellent interpersonal and communication skills • Excellent professional written and verbal communication skills with the ability to communicate effectively with a wide range of people and personalities • Ability to balance priorities • High standard of numeracy, literacy and administration • Proficient user of Microsoft Word, Excel, Outlook and Powerpoint • Knowledge of HR databases and related processes • Knowledge of payroll processes and requirements • Commitment to and an understanding of the importance of safeguarding and safe recruitment	• A detailed understanding of ISI compliance requirements • A detailed understanding of data protection regulations • Ability to communicate succinctly, persuasively, effectively and attractively through written and spoken word in a variety of contexts • Familiarity with iSAMS
Behavioural Competencies and Qualities	• Professional manner and approach • Proven tact and diplomacy in dealing with a range of people and personalities • Ability to manage sensitive issues and use discretion and the utmost confidentiality at all times • Ability to manage multiple stakeholders and to build positive relationships with a diverse range of staff • Ability to work independently and as part of a team	