

Job Description (HR Administrator)

Purpose of job:

To support the HR Manager by working as part of a small HR team providing an effective, timely and accurate HR administration service for the staff at St Michael's Prep. The successful candidate will work alongside a full-time HR Administrator, ensuring work is prioritised and carried out without direct supervision on all routine matters, demonstrating the ability to multitask according to changing deadlines or demands. You will need to ensure documents, systems and records are up to date and accurate, including any information required for the Single Central Register (SCR). You will spend time working in both our Prep and Pre-Prep buildings to provide support where it is required on a variety of HR services. The role requires you to be present in the office, working pattern to be agreed.

Line Manager:

HR Manager

Responsible to:

- Head
- Governors
- Head of Pre-Prep
- Senior Leadership Team

Other key relationships:

- All staff at St Michael's
- Recruitment agencies, activity providers and contractors
- HR System provider
- HR colleagues
- Finance team
- Office team

Key responsibilities:

Recruitment

- Supporting full recruitment administration process in a timely and effective manner, including advertising, undertake screening checks on applications, through to arranging and supporting interview processes.
- Act as a point of contact, handling phone calls and written enquiries from prospective applicants, speculative enquiries, agencies, and other external contacts, keeping records up to date.
- Support work experience student enquiries, either direct or from schools, and assist with the scheduling and liaison associated with these opportunities, completing all necessary paperwork and safeguarding.





- Administration of onboarding and induction for all new staff, contractors, governors, volunteers, and activity providers.

Compliance

- To ensure correct information is passed to the HR Manager to update the Single Central Register (SCR) to ensure it is fully compliant with Independent Schools Inspectorate (ISI) regulations and current legislation.
- To assist with all aspects of safer recruitment notifying the HR Manager when documents and checks are received or completed, highlighting any difficulties or concerns as a priority.
- To obtain written references in a timely manner and monitor the prompt return of all references, with verification and scrutiny processes being completed.
- To assist with production and sending of contracts, Service Provision Agreements, and letters of appointment, as well as terms and conditions for new employees, Contractors, Activity Providers, Volunteers, Governors, and Work Experience Students, ensuring relevant terms are applied depending on the contract.
- To assist with maintaining staff records on electronic systems ensuring they are accurate and fully up to date including joiners and leavers, absence, and training, producing reports as requested. Scrutinise the data and identify any areas of concern or inconsistencies, taking remedial action or referring to the HR Manager for guidance.
- Supporting the payroll and pensions administration and related activity including new starters, leavers, absences, maternity / paternity pay and changes to pay / contracts ensuring all deadlines met for monthly submission of information.

Absence Management

- Processing staff absence and alerting the HR Manager of any Bradford Factor triggers, preparing appropriate paperwork for meetings and assisting Line Managers.
- Assist with the smooth administration of medical and occupational health appointments, ensuring all the necessary information is provided and requested.
- To assist with administration of any leave requests (absence, maternity, paternity, parental, compassionate, annual leave, etc.) and liaise with payroll as appropriate.
- Ensuring absence records and information is maintained and up to date, ensuring communication regarding cover is prompt.
- Sense check absence data against working patterns, payroll adjustments and investigation of any queries through to resolution with guidance from the HR Manager as appropriate.

Training Administration

- Booking and administration of training activities.
- To maintain up-to-date training records for all staff, ensuring staff have received relevant training (safeguarding, Prevent, first aid, manual handling etc.) and that it is renewed before expiry.
- Ensure training agreements are set up and actioned as appropriate.



Other Duties include:

- Keeping the staff personnel files up to date.
- Attendance and taking minutes at disciplinary/grievance meetings and supporting employee relations activity.
- Assist with monitoring and administration of probationary periods, annual salary reviews, changes to terms and conditions of employment, retirements, leavers, etc.
- Any other duties required to assist the HR Manager.

