

PENRYN COLLEGE

JOB DESCRIPTION

Job Title:	Human Resources Administration Assistant
Grade:	D
Hours:	30 or 37 per week or job share
Responsible to:	Human Resources Manager
Direct Supervisory Responsibility for:	None
Indirect Supervisory Responsibility for:	None
Important Functional Relationships:	<p><u>Internal:</u> Human Resources Manager, Human Resources Assistant, Business Manager, Headteacher, SLT Team, School Finance/Admin Team, Headteacher's PA, school staff, Governors, pupils.</p> <p><u>External:</u> LEA representatives, Suppliers of goods and services, contractors, parents, visitors to the school.</p>

Main Purpose of Job

To provide administration support within the Human Resources Department.

Duties and Responsibilities

1. To assist with personnel administration including completion of payroll forms, staff sickness forms, maintaining staff personal files and maintaining computerised staff records (SIMS).
2. To process and complete payroll spreadsheets on a monthly basis ensuring deadlines are met for payment.
3. To complete the necessary administration associated with staff absence, including the completion of staff absence returns on a daily basis, and to ensure our payroll provider is informed of all staff absences.
4. To ensure the distribution and completion of self-certification forms to staff on return from sickness.
5. To assist in the inputting of employee data on SIMS as requested to ensure all SIMS records are accurate and up to date.
6. Advise in the application of the sickness absence procedure for staff and advise the HR Manager as to which employees should have an evaluation meeting due to their level of sickness absence.
7. Ensure the deadline is met each month with regards to Personnel and Payroll forms.
8. Liaise with the HR Manager with reference to Personnel and Payroll issues that may arise.
9. Assist with recruitment advertising, setting up interview panels and procedures required for recruiting new staff.

10. Assist with renewing and administering proximity cards to staff.
11. To ensure Induction Packs are kept up to date and produced for new and temporary members of staff.
12. To maintain the First Aiders list, arranging training as required for new and current staff.
13. To maintain and update the performance management database for all staff.
14. To update and maintain the Single Central Record. Ensuring all staff information is up to date and liaising with the HR Manager with any queries.
15. To maintain and update staff fire registers at the beginning of each term.
16. To keep staff lists up to date.
17. To undertake typing/word processing of correspondence, standard letters, reports, publications and other documents as required by the HR Officer/Business Manager and/or School Management Team.
18. To undertake photocopying and document collation as requested
19. To undertake filing in accordance with the established systems as requested. To work within and maintain all school established administrative systems and procedures.
20. To welcome visitors to the school, ensuring signing in procedures are followed, receiving and prioritising incoming telephone calls, dealing with them appropriately including accurately recording messages as required. To liaise with staff, Governors, pupils, parents and outside agencies as and when required.
21. To attend meetings and take minutes as requested.
22. To maintain at all times the utmost confidentiality with regard to all personnel issues, reports, records, personal data relating to staff and other information of a sensitive or confidential nature.
23. To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
24. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
25. To maintain confidentiality of information acquired in the course of undertaking duties for the department.
26. The post holder is responsible for his/her own self-development on a continuous basis.
27. To undertake other duties appropriate to the grading of the post as required.

Date Prepared: July 2020
Prepared by: Penryn College

PERSON SPECIFICATION

Job Title: HR Administration Assistant

Department: School-based

Person specification prepared by: Penryn College

Date: July 2020

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	Practical experience of working in an office environment. Practical experience of word processing, e-mail & other office electronic applications.	Minimum of 2 years practical experience of working in an office environment. Relevant work experience within a school/ college environment. Experience of SIMS.	Application form/ Interview.
<u>Education & Training</u>	Attainment of GCSE qualifications or equivalent (level 2 standard of education) to include Maths and English Language.		Application form.
<u>Special Knowledge & Skills</u>	Excellent typing and word processing skills. Excellent written, organisational and communication skills.		Application form/ Interview.
<u>Any Additional Factors</u>	Professional, tactful and sensitive. Discreet & confidential. Ability to prioritise. Able to work on own initiative and in a team. Comfortable with young people & children. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview.