

Job Title	HR Administrator
Job Family	HR
Reports To	HR Manager
Salary	Up to £28,000 pa
Hours	40 per week, Mon-Fri between 8.30-5.30 all year round Occasional out of hours working as required.
Location	Repton and Repton Prep
Benefits	Company Pension Scheme Sports Centre Membership Generous Holiday Allowance - 5 weeks holiday plus Bank Holidays plus Christmas Closedown (one week)
Role Overview	
Accountable for delivering excellent HR administration and hands-on support to academic and support staff, enabling us to deliver a high performing and highly engaged working culture.	
Role Outcomes	Key Performance Indicator(s)
Recruitment. Effective end to end recruitment processes have been managed for academic and support positions.	Time to hire Quality of hire
HR Service and Administration. Accurate, timely and engaging HR administrative support has been delivered as appropriate including recruitment, new starters/leavers, absence recording, filing etc.	Accuracy and timeliness Feedback from internal customers
Legal, Health and Safety and Compliance. All work has been completed in a way that is compliant with relevant inspection frameworks and legislation.	Compliance with legislation Inspection Compliance (including SCR and UKVI)

Role Responsibilities
<p>Recruitment</p> <ul style="list-style-type: none"> • Working with templates, write copy for job adverts and create candidate packs to attract talented candidates. • Support the HR Manager with planning advertising campaigns for recruitment – for example, researching publications/job boards to ensure that advertising is placed in the correct locations to attract the best volume and calibre of candidates. • Manage applications on our ATS including acknowledgments, regrets, initial screening, invite to interview. • Manage references for interview/offered candidates including writing for references, chasing and securing references.

- Make interview arrangements including candidate confirmations, rooms bookings and refreshments if required.
- Enter data onto the Single Central Register, ensuring high levels of accuracy.
- Ensure all safer recruitment processes are followed, for example DBS and right to work checks.

Employee Relations

- Provide support for ER process, for example note taking in disciplinary meetings or investigations.
- Accurately record and process information, retaining high levels of discretion and confidentiality.
- Ensure that all relevant policies and processes are correctly followed in the management of ER issues, and that the correct paperwork is completed.
- Minimise organisational risk and ensure compliance with relevant legislation and best practice.

HR Service and Administration

- Produce and process highly accurate and engaging HR paperwork using Microsoft Office
- Enter accurate information onto HR MIS system
- Ensure that all employee files (digital and/or paper based) are accurate, up to date and well organised
- Conduct relevant employment checks e.g. Right to Work documentation, driver licence checks.
- Produce offer letters and specific contracts of employment.
- Continuously improve the delivery of recruitment, ER and performance management practices and process.
- Ensure that exceptional HR services are always delivered.
- Manage employment queries effectively

Legal, Health and Safety and Compliance

- Ensure that any advice given to line managers is in line with relevant policies, standards and legislation.
- Maintain accurate and secure data on employees
- Maintain high levels of confidentiality and discretion at all times

Other

- Continuously review and improve all processes and working practices to ensure efficiency and effectiveness
- Ensure that appropriate tools and technologies are well-used for the management of all HR practices
- Work effectively into Finance for the management of payroll and pension matters.
- Any other duties as reasonably requested by your line manager.

Candidate Profile

Skills and Experience

- Solid administrative background, not necessarily within Education, however strong organisational and technical IT skills, first class attention to detail, a pro-active,

questioning, mature, discreet approach are essential as is the ability to work on your own initiative and manage a busy workload effectively.

- Minimum C grades at GCSE Maths and English or equivalent. Excellent written and spoken English
- You'll have excellent interpersonal skills and are able to engage all employees and stakeholders and project confidence.
- We're looking for someone who is passionate about being part of a growing family of schools and playing a significant role in the next chapter of our success!

Person Profile

- Engaging, resilient, flexible, 'hands on' and positive.
- Strong communicator, engaging to others in person and in writing – ability to flex style to audience.
- Honest, open and genuine. Honest about risks and issues, always prepared to admit if mistakes have been made.
- Actively seeks feedback on performance and personal style from others. Always seeking to improve and develop themselves.

Practical Requirements

- Role is based across Repton and Repton Prep, with other UK travel as required.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, therefore the following shall be deemed to be included, in addition to the duties that you may be required to perform:

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child. Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.