



Highclare School

Human Resources and Payroll Administrator Job Description

Job Purpose

Working closely with the Business Manager, the post holder will be responsible for the day to day human resource and payroll function within the School, ensuring safer recruitment guidelines are strictly adhered to and being the first point of contact for HR queries.

Duties and Responsibilities

Human Resources

1. Ensure the School's Single Central Record is accurate and up to date, being mindful of its significance to the School.
2. Ensure manual and computerised records are accurately maintained and updated regularly in line with data protection, employment law and ISI requirements. All organisation and storage of documents to be in line with HR and GDPR regulations.
3. To maintain and further develop effective systems of human resource management including all staff records
4. Operate SIMS HR module
5. End to end recruitment process, ensuring best practice with regards to safer recruitment practice and Keeping Children Safe in Education, including
 - Preparing job descriptions and person specifications
 - Advertising (drafting advert for approval, placing advert, maintaining record of all adverts placed for monitoring purposes)
 - Acknowledge applications, arrange interviews and support candidates through the recruitment process
 - Conducting pre-employment checks and obtain references, meeting full compliance regulations
 - Issue offer letters, recruitment packs and contracts.
 - Administration of the induction day process for new staff, liaising with senior leaders as required.
 - Ensure ICT log-in details set up and provided as necessary.
 - Ensure that staff are reviewed at the end of their relevant probationary period and informed of outcome accordingly.
 - Manage the leaver's process, arranging exit interviews, notifying relevant departments to ensure equipment etc is returned.
6. Administer the appraisal processes, in association with the Headmaster's PA.
7. Ensure regular and ad-hoc contractors are compliant with regulatory requirements, details checked and recorded.
8. Record and monitor all absence including sickness, training and annual leave.
9. Liaise with agencies as required to obtain supply staff, as directed by the Business Manager
10. Facilitate ACCOR salary sacrifice scheme for Childcare
11. Liaise with and provide information to external stakeholders including Auditors and regulatory statutory bodies.

Employment obligations (HR advice is obtained through our employment advice partners)

12. Liaise with employment advisers to ensure the employment handbook / policies are reviewed and updated as required
13. Organise and minute employee relations meeting including disciplinary hearings
14. Ensure the school remains compliant with employment legislation

Payroll (Payroll is contracted out to a third party)

15. Collate on a monthly basis and submit to Business Manager for approval:
 - a. changes to monthly payroll adjustments (starters, leavers, allowances, maternity etc)
 - b. overtime hours
16. Provide written notification to all staff of any changes in pay.
17. Administer benefits schemes such as the pension, childcare voucher schemes, and salary sacrifice schemes.
18. Run monthly and annual pension returns

General

19. To maintain absolute discretion and maturity in handling sensitive/confidential data.
20. To adhere to the ethos of the school
 - a. To promote the agreed vision and aims of the school
 - b. To set an example of persona integrity and professionalism
 - c. Attendance at appropriate staff meetings, INSET and staff training days.
21. To carry out any other duties commensurate with the grade in order to ensure the smooth running of the school.

This list is intended to be as comprehensive as possible, but is not exhaustive.