



## Job description

Job Title: Human Resources Administrator

Responsible to: Head of HR

Full Time 37 hours a week, Monday to Friday, term time plus 2 weeks

Scale 4

---

## Overall purpose of the post

To provide administrative support to the HR team

As part of the HR team, to provide a generalist HR service to the School.

## Main responsibilities

- To complete template correspondence for sign off by the Head of HR including, offer letters, contracts of employment, anniversary letters and meeting invitation letters.
- Update/ upload job adverts on the MGS Vacancy section of the school website along with advertising roles on external websites such as indeed/managing applications incoming from recruitment websites.
- To provide support to running recruitment campaigns including candidate liaison, application packs, shortlisting and interview packs and interview panel support. To monitor the Careers in-box. This is for all staff including work experience placements, apprenticeships and Teacher training placements.
- To greet agency workers and check their security documentation on arrival at the School.
- Produce new starter goody bags (updating forms the pack where required, printing all paperwork included in the pack) / Liaise with Finance to order supplies for new candidates (such as staff passes, bumbags, hand sanitisers etc).
- Process DBS applications/Social Media checks
- Issuing new starters (including work experience staff/ NHS therapists/visitors/contractors) passes and fobs. Updating and replacing

passes for existing members of staff who have lost their pass/faulty passes/change of job role. Maintaining the pass/fob system for leavers (suspending passes and fobs). Providing staff members with room access to specific rooms (based on role) around the school

- To allocate staff pigeon holes.
- To capture staff driver details and emergency contact forms.
- To ensure complete equal opportunities monitoring data.
- To assist with reports on HR data such as sickness rate, staff turnover rate, recruitment advertising response rate.
- To provide administrative support pay awards as required including mail merging pay award letters to staff and maintaining the Single Central Record of staff.
- To provide administrative support to the HR Officer, Training and Development as required including administrative support to training activities and preparation of training materials, maintaining training records, support to volunteering and work experience arrangements, tracking of due dates for probation and performance management reports.
- To undertake filing, photocopying and other administrative tasks making full use of technology including scanning and electronic filing.
- To enter and maintain information onto the staff database (Arbor) and SharePoint ensuring staff records remain accurate and up to date.
- To update and maintain the HR sections of the school website.
- To produce the staff newsletter on a weekly basis.
- To take notes at HR related meetings as required.
- To respond to HR related queries from staff.
- To support the Head of HR.
- To perform any other duty as directed by the Head of HR.
- This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.

## Person specification

### HR Administrator

Key Criteria	Requirement	Desirable
Qualifications and training	Good standard of education including GCSE level English and maths (or equivalent)  A basic understanding of employment legislation	CIPD certificate in HR practice (or working towards)
Experience	Previous experience of working in a HR team  Excellent IT skills including Microsoft Office  Excellent written and verbal communication skills  Ability to collate and interpret data/statistics  Experience of taking accurate notes in meetings  Excellent organisation skills  Experience of accurate record keeping	Previous experience of working in an administrative role  Experience of HR databases
Qualities	Proactive, ability to work on own initiative and get things done  Committed to equality of opportunity  Committed to confidentiality  Able to remain calm and professional at all times  Approachable and flexible  An understanding and commitment to the aims and ethos of the School	