



Job description

Job Title: Human Resources Administrator

Responsible to: Head of HR

Part time maternity cover (6-12 months) 3 days a week, term time only

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

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