



Job Description

School People and HR Administrator

Purpose	To provide administrative People and HR service at school level, within the Wessex Learning Trust. This includes operational HR support, recruitment, absence and training monitoring and ensuring compliance consistently. The role supports both the School People and HR Officer and the Business Manager to deliver a high level of HR provision to Crispin staff.
Reporting to	School People and HR Officer
Salary	Grade 13, points 6-11

Key Responsibilities	<p>People Processes</p> <ul style="list-style-type: none">• To support staff with queries, ensuring prompt communication.• To be aware of Trust policies, adhere to and model these at all times.• To support maintenance and updates of the Single Central Register (SCR) for compliance.• Monitor and report on staff absence, including sickness leave of absence.• To regularly create reports on absence, keeping up to date tracking systems in place for monitoring absence occasions.• Disperse, monitor and collate return to work paperwork, ensuring it is timely and accurate.• Support HR audits and Trust/DfE staffing returns.• To take minutes at meetings as required.• To always maintain accurate People HR records in line with GDPR requirements.• Maintain all People and HR systems and spreadsheets.• To monitor training requirements, renewal dates and to work with staff to achieve training deadlines. <p>Recruitment and Onboarding</p> <ul style="list-style-type: none">• To assist in organising and conducting interview processes.• To liaise with new starters and external agencies.• Assist with the end-to-end recruitment process for school-based roles.• Collate draft job descriptions, person specifications, and adverts.• Assist with coordinating interview schedules, shortlisting, and candidate communications.• Work to ensure all pre-employment checks are completed and accurately recorded and compliant with Keeping Children Safe in Education (KCSiE) and safer recruitment policies.• Prepare new starter packs.• Ensure all right to works are up to date.• Collate probation paperwork, ensure the probation process is robust and valuable.• Ensuring the MIS system is kept up to date and monitored.
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	<p>Training and Development</p> <ul style="list-style-type: none"> • Coordinate staff CPD (continuing professional development) records. • Track completion of mandatory training. <p>Wellbeing and Culture</p> <ul style="list-style-type: none"> • Support the school’s wellbeing initiatives and help promote a positive, inclusive working culture. • Support staff engagement activities including the active promotion of the Wessex annual employee engagement survey. • Ensure staff welfare issues are handled sensitively and referred appropriately. • Promote a positive working environment where staff feel supported and heard. <p>The Trust recognises that the following skills are required for this post:</p> <p>Relating to others</p> <ul style="list-style-type: none"> • Team working: the ability to work with others to achieve shared goals. • Communicating requirements, such as return to work documentation, refresher training and working with staff to break down barriers that prevent completion. • Understanding others: the drive and ability to understand others, and why they behave like they do. <p>Administrative skills</p> <ul style="list-style-type: none"> • Excellent IT skills, with strong knowledge of the Office 365 suite. • Ability to be creative with ideas and tracking methods. • Thorough with excellent attention to detail.
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<p>Additional Responsibilities</p>	<ul style="list-style-type: none"> • To ensure the aims, priorities and policies of the Trust are adhered to. • To always act as a positive representative of the Trust and its learners. • Be courteous to colleagues and provide a welcoming environment to visitors both in person and on the telephone and maintain a professional standard of demeanour and dress. • Attend relevant meetings, participate in training and other learning activities and performance development, as required. • Take on additional responsibilities, as required by the school leadership team and the central team of the Wessex Learning Trust. <p>The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust’s child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.</p>
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	This post will require online checks to be undertaken and an enhanced DBS check, as well as medical clearance.
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This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified.

The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.

Signature (employee):	
Date:	
Signature (line manager):	
Date:	