

Post title: Human Resources / Payroll Administrator	
Department: Support Staff	
Reports to:	HR Manager
Location	Senior School
Salary	£18,000 - £20,000 pro rata (dependant on experience)

We are looking for an experienced HR/Payroll administrator

This is a part time position working 25 hours per week (working pattern to be agreed). It is essential for the successful candidate to be able to work within a fast paced environment, therefore previous experience would be advantageous. This is the perfect opportunity to work with dedicated colleagues within a professional and welcoming setting.

This role would suit someone who is organised and recognises the importance of following clear processes but also enjoys a variety and the chance to show their initiative and make the job their own. You will be responsible for assisting and supporting the HR Manager and Accounts Manager with vital HR/Payroll admin support.

Scope of Work – appropriate for this post:

- To assist the HR Manager by undertaking the HR administration for the schools HR function.
- To be responsible for general personnel matters including the administration of personnel records.
- To ensure all staff and visitors involved in the life of the school are subject to DBS clearance and to maintain the Single Central Record in line with schools safeguarding policy and ISI regulations.
- To deliver a proactive service including the provision of key HR/payroll related administration/information.

Accountabilities/Responsibilities – appropriate for this post:

Key duties

- To administer starter / leaver processes including all documentation, induction processes.
- To prepare all letters and contracts for new starters, including contractual changes for existing employees (such as any changes to employee terms and conditions).
- To provide administrative support to line managers in relation to HR processes, including note taking at investigations of formal meetings.
- To provide accurate data inputting in relation to absences, holiday leave, maternity, paternity etc, using the schools HR/SIMs/Payroll systems.
- To provide and maintain electronic filing and paper based filing records for employees.
- To input training data into HR software and maintain paper based training records for all employees.
- To provide general administrative function to support HR and Payroll functions, telephone answering, collating data, inputting data using the School's software, scanning, photocopying and emails.
- To provide the relevant line manager(s) with induction templates and new starter checklist

to ensure a smooth on boarding process for the new employee.

- Production of standard documents and routine correspondence.
- To assist the HR Manager and undertake a proactive role in all HR related policies including, but not limited to, disciplinary, capability and attendance management issues.
- Provide assistance to HR Manager on staff recruitment.
- Schedule and organise interviews and issue relevant correspondence to interviewers and interviewees.
- Conduct reference checks on possible candidates.
- Assist with ensuring pre-employment checks are undertaken.
- Assist with ensuring employment related documentation is processed in-line with requirements.
- To ensure staff contracts are produced and issued in a timely manner.
- Support the process of any formal action or procedure under the school absence management procedures.
- Assist the production of regular management information to enable monitoring of staff absences.
- Collating monthly data for overtime undertaken (ensuring authorisation has been provided), collate changes to pay, hours etc for monthly payroll.
- Assist in processing salary sacrifice of Child Care Vouchers and private health care.
- Assist in processing of, SMP, SSP, SAP, Court Orders along with other statutory payments/deductions.
- Assist in Processing P45's, Starter declarations, P60'S etc.

General

- To maintain confidential staff records and to ensure that the General Data Protection Regulations are adhered to.
- Be responsible for health and safety of operational area/s
- Assist the HR Manager/Account Manager in any of duties at or below this level

Essential knowledge, skills and experience (method of assessment, application form and interview)

- Accurate numeracy and inputting skills.
- Analytical and structured approach to work.
- Ability to work as part of a team.
- Ability to work to timescales/deadlines.
- Excellent Communication skills.
- Customer service skills to deal with HR/payroll queries.
- Ability to work on own initiative and take responsibility.
- Previous HR/Payroll experience.
- Knowledge of HR best practice and processes.
- Broad working knowledge of HR Information Systems.
- Strong working knowledge and experience of information data processing and record keeping.
- Working at, or towards, a level 3 CIPD qualification or relevant qualification.

Contract Details	25 Hours per week (working pattern to be agreed)
Conditions	Full year contract
Hours of Duty	Daily working pattern to be agreed. The post holder may be required to undertake paid overtime outside of normal school hours on occasion with due notice
Additional :	To support and demonstrate a commitment to ethos of the school.

Job description and terms agreed	Signature of employee:
	Signed employer representative:

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

