

# Job Description

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**JOB TITLE:** Personnel Administrator  
**REPORTS TO:** Bursar  
**GRADE:** Enter WSCC NJC Grade 7 (TTO+3)



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## PURPOSE

To provide Human Resources administrative and recruitment support to the Principal and Director of Resources.

## ESSENTIAL REQUIREMENTS

- Experience and qualifications to fulfil the responsibilities successfully
- Ability to exercise absolute confidentiality and discretion
- Excellent interpersonal skills
- Flexibility, initiative, ability to work well under pressure and multi-task
- Good administrative and organisational skills and attention to detail
- Enjoys working with young people
- A team player who will consistently implement Academy policies
- Willing to whole-heartedly preserve and develop the ethos of the Academy

## MAIN DUTIES

- To maintain up to date records in accordance with current legislation in respect of recruitment / vetting and barring / DBS checks under direction of the Director of resources/Bursar.
- To maintain an accurate single central record of staff employed at the academy.
- To ensure the recruitment administration processes and all regulatory checks are undertaken in the recruitment and selection procedures.
- To accurately and efficiently complete all statutory HR related returns as may be necessary.
- To accurately maintain confidential personnel data in SIMS and other academy software packages with regard to staff joining/leaving/pay amendments.
- To ensure personnel files are stored correctly and maintained / destroyed in accordance with legislation and best practice.
- To record staff sickness and absence (including holiday leave), reporting to the senior staff as required.
- To provide ad hoc management information on absence, sickness, recruitment and other HR matters.
- To maintain up to date personnel records, including job descriptions and person specifications.
- To maintain accurate records of personnel meetings with staff.
- To provide accurate information for all line managers at the academy for them to conduct their personnel meetings effectively including disciplinary, absence.
- To provide such personnel reports for the Senior Leadership Team and Academy Council as may be requested.
- To issue contracts, contract variations and offer letters.

- Process Occupational Health referrals and placement assessments as required.
- To advise the principal / SLT as required on matters of staff well – being.
- To be responsible for staff cover in scheduling daily organisation and cover duties as required for both teaching and support staff to ensure the smooth operation of the academy under the direction of SLT.
- To register NQTs and provide termly administration support and collation of reports to WSCC.
- To participate in the academy's annual performance management system.
- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this role. It is not intended to be an exhaustive list of skills, efforts, or duties, associated with the position. There may be a requirement to undertake other duties reasonably required by the line manager/principal (and after discussion with the post holder) provided the task is commensurate with the post holder's core skill competencies, knowledge and experience in the role.

## Person Specification

Attribute	Essential	Desirable	Method of Assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 5 GCSEs at A*-C or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant HR Qualification</li> <li>• Part qualified CIPD or willing to study for the CIPD qualification (support provided)</li> </ul>	Certification / Application Form/Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 2 years experience of working in a Personnel Administration role. working knowledge of HR policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of educational HR work</li> <li>• Understanding of school processes and procedures would be extremely helpful.</li> <li>• Working knowledge of employment law</li> </ul>	
<b>Practical Skills</b>	<ul style="list-style-type: none"> <li>• Good administrative and organisational skills and attention to detail</li> <li>• Problem solving skills</li> <li>• Excellent numeracy and literacy skills</li> </ul>		
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with people at all levels.</li> <li>• High levels of diplomacy and understanding.</li> <li>• Excellent interpersonal skills</li> </ul>		

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to exercise absolute confidentiality and discretion</li> <li>• Flexibility, initiative, ability to work well under pressure and multi-task</li> <li>• Enjoys working with young people</li> <li>• To have a good sense of humour</li> </ul>		
<b>Technology/IT Skills</b>	<ul style="list-style-type: none"> <li>• Good familiarity with word processing, spreadsheets and data base packages</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of HR software packages</li> <li>• Experience of using Sims Personnel</li> </ul>	