



## Job Description

<b>Job Title:</b>	Administrator for HR Dept
<b>Reports to:</b>	HR Manager
<b>Grade</b>	Level 2, Scale 3-4
<p><b>Role Summary:</b></p> <p>The overall purpose is to assist in providing high quality, efficient, comprehensive and professional administrative support to the HR department, as well as excellent customer services to both staff and external contacts.</p>	
<p><b>Key Job Outcomes</b></p> <ol style="list-style-type: none"> <li>1. Support the HR team in coordination of the administrative tasks of the department.</li> <li>2. Coordinate the administration of invoices in connection with supply bookings in liaison with Trust PAs and Finance Dept.</li> <li>3. Input absence data as required, on SIMS, Portal and HR Spreadsheet, ensuring that reporting is accurate and that self-certification forms and Doctor's notes are returned in a timely manner.</li> <li>4. Collate, record and report on staff absence data for Governing Body.</li> <li>5. Ensure that all staff are aware of RTW triggers, and arrange meetings and paperwork as necessary.</li> <li>6. Ensure that all the staff details on SIMS are up to date and accurate, to support the completion of the SWFC.</li> <li>7. Ensure that the Academies cleared visitors list is up to date by undertaking termly audits and liaising with relevant staff as necessary.</li> <li>8. Assist with effective running of Inventory Visitor Management System.</li> <li>9. Assist the Senior HR Administrator with collecting, recording and compiling data on ethnicity.</li> </ol>	

*PFA is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment*

10. Administration of annual leave for staff who are non-term time workers.
11. To administer the statutory training records and record accordingly.
12. To assist with compiling and updating the HR Team Drive
13. To assist with compiling staff surveys and reporting data to Executive Board and
14. To maintain and update the HR Intranet page with key statutory documents
15. File and maintain the staff personnel records
16. Other duties as requested by the Senior HR Administrator and the HR Manager.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation

#### **General Accountabilities**

- Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.
- Work in compliance with the Codes of Conduct, Regulations and policies of the Parkside Federation, and its commitment to equal opportunities and safeguarding.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

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