



## Cover & HR Administrator

### JOB DESCRIPTION

**RESPONSIBLE TO:**

Business Manager.

**JOB PURPOSE:**

To manage and coordinate all administrative processes related to staff recruitment, HR matters, and staff cover. This includes ensuring compliance with safeguarding and personnel policies, maintaining accurate records, and supporting staff welfare and development.

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#### Key Responsibilities

##### Staff Absence & Cover

- Check staff absence line and cover requests daily.
- Arrange appropriate cover for teaching and non-teaching staff.
- Liaise with direct supply staff and agencies to secure staff cover.
- Ensure completion of absence documentation for payroll processing.

##### Recruitment

- Draft and publish job adverts, job descriptions, person specifications, shortlisting forms, interview questions, and tasks, liaising with the relevant leaders as necessary.
- Advertise vacancies through appropriate channels.
- Review applications and share findings with the shortlisting panel.
- Request and compile references.
- Prepare interview packs and coordinate the interview process.
- Welcome and support candidates throughout the recruitment process.
- Participate in interview panels when required.
- Conduct recruitment checks in line with HCC's Safer Recruitment Policy, keeping accurate records and fulfilling statutory obligations.
- Organise induction programmes for new staff.

##### Staff Leavers

- Provide leavers with relevant information.
- Update staff records accordingly.



## **Record Keeping**

- Maintain and update the Single Central Record ensuring it complies with the latest statutory guidance.
- Update SIMS and MySAM with staff changes.
- Input staff absence to payroll system (SAP)

## **Staff Training & CPD**

- Book and record staff CPD activities.
- Monitor and ensure completion of mandatory training.
- Organise induction training and e-learning for new staff.
- Track annual mandatory training compliance.

## **Volunteers**

- Ensure volunteers complete required documentation and DBS checks where applicable.

## **Contractors & Agency Staff**

- Record vetting information for regular contractors.
- Verify and document agency staff vetting.

## **Safeguarding**

- Prioritise safeguarding in all recruitment and HR processes.
- Ensure thorough vetting of applications and recruitment checks.

## **Staff Welfare**

- Provide general welfare support for staff, signposting the relevant support services as required.
- Maintain contact with staff on long-term absence, if requested.

## **Disciplinary Procedures**

- Support senior leaders with administrative tasks related to disciplinary processes.
- Take minutes in personnel meetings as required.

## **Confidentiality**

- Maintain strict confidentiality at all times.



# Testbourne Community School

- Ensure secure storage and disposal of sensitive documentation according to retention policies and statutory guidance.
- Represent the school professionally.

## **Ad Hoc Duties**

- Work flexibly as required.
- Contribute to the reception cover rota as required.
- Comply with school policies, including Safeguarding and Health & Safety.
- Stay informed of HR best practices and consult the HCC Manual of Personnel Practice.
- Seek guidance from Educational Personnel Services when necessary.

## **Additional Information**

### **Equality of Opportunity**

- Promote a working environment free from discrimination, harassment, and bullying.
- Support the development of equality and fair treatment for all staff, pupils, parents, and visitors.

### **Confidentiality & Data Protection**

- Handle all information with strict confidentiality.
- Ensure compliance with the Data Protection Act 2018 (GDPR) regarding personal data accuracy, security, and relevance.

### **Team Contribution**

- Undertake other duties as reasonably required.
- Attend and contribute positively to meetings.

### **Safeguarding & General Policies**

- Adhere to safeguarding policies and report concerns appropriately.
- Comply with all school policies, particularly those related to health & safety.
- Understand the responsibilities of the governing body.

Signature \_\_\_\_\_

Date \_\_\_\_\_