Springwell School

Job Description

Name:

Post: HR Administrator

Reporting to: HR Lead / Business & Operations Manager

Salary Scale: Grade 6 to Grade 7

Date: January 2027

Purpose of the Job

- To provide an effective and efficient HR administrative service to the School and the leadership team
- Take responsibility for promoting and safeguarding the welfare of children within the school
- Support the school's aims, values and policies

Key Accountabilities

- Coordinate and support all recruitment activities, including advertising vacancies through external agencies and recruitment platforms.
- Coordinate interview processes, including preparing interview invitations, shortlisting documentation, interview packs, and lesson observation objectives where required.
- Undertake safer recruitment compliance checks and maintain effective communication with candidates throughout the recruitment process.
- Support and develop onboarding activities, ensuring all pre-employment checks and documentation, including references, DBS clearance, and Right to Work checks, are completed in line with statutory requirements.
- Deliver HR administration using our existing HRIS system
- Support and train users of the HRIS, as part of its ongoing integration on a school wide basis
- Prepare and issue employment contracts, contractual amendments, and a range of HR correspondence.
- Support the planning and delivery of induction programmes for new employees.
- Review and update job descriptions and person specifications to ensure they remain accurate and fit for purpose.
- Maintain delegated HR reporting and personnel records, ensuring data accuracy and confidentiality.
- Assist with the administration and coordination of volunteer recruitment, applications, and placements.
- Design, prepare, and produce a range of HR and organisational documents, reports, and communications as required.

To support the HR team with administrative duties including;
Provide high-quality administrative support to the HR Lead and wider HR team, including document preparation, correspondence and data entry.
- Process employee data changes accurately within HR systems and maintain up-to-date employee records.
- Ensure compliance with employment legislation, school policies and HR procedures.
- Manage HR inboxes, acting as a first point of contact for employee and manager enquiries and ensuring responses are provided promptly and accurately.
- Provide guidance and signposting to relevant policies, procedures and self-service resources.
- Maintain and regularly review HR SharePoint content to ensure information remains accurate, current and accessible.
- Administer electronic HR files in accordance with data protection legislation and retention requirements.
- Liaise with the Local Authority and external agencies on routine HR matters.
- Handle confidential and sensitive information with discretion and professionalism.
- Assist with the preparation of statistical returns and reports for the Governing Body, Local Authority, Department for Education and other external bodies.
- Support HR projects, initiatives and continuous improvement activities.
- Provide administrative support to other members of the HR team as required.
- Undertake any other duties commensurate with the grade and responsibilities of the post, as directed by the HR Lead or Senior Leadership Team.

Responsibilities

- To support the functions of the Springwell Inclusion Partnership as appropriate and upon request

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life
- Attend and contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop
- Take responsibility for safeguarding following the agreed polices at all times, be aware of confidential issues linked to home/child/school and keep confidences appropriately
- Be aware of health and safety issues and act in accordance with Health and Safety policies
- Ensure implementation and promotion in employment and service delivery of equal opportunities policies and statutory responsibilities

Other duties

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

Signed: **Date:**

Person Specification

Post: HR Assistant

ESSENTIAL	DESIRABLE
Qualifications	
A good level of education to at least NVQ Level 3 (or equivalent), with a GCSE Grade C in English and Maths	CPP or equivalent HR qualification
Experience	
A secure knowledge of HR practices and procedures gained through 2 years' experience of HR administration. Knowledge and experience of updating information management and systems, preferably in a school environment	Experience working in a school environment desirable
Knowledge, skills and abilities	
Knowledge of HR policies and procedures Work planning skills (medium term planning) Ability to communicate information and ideas effectively to a range of audiences, through excellent written and oral communication skills High levels of tact, diplomacy, discretion, persuasion and respect for confidential information Ability to work well as a member of a team Ability to concentrate on detailed work for long periods of time ICT/keyboard skills Ability to work on own initiative & plan & organise own workload	
Equality, inclusion and safeguarding issues	
Ability to integrate equality policies into service delivery Commitment to safeguarding Responsible for following the schools health & safety policy, practices and procedures Awareness of and commitment to confidentiality	
Personal Qualities	
Willingness to undertake both formal and informal training Participate in whole school developments Commitment to the activities of the Teaching School and Outreach service	