

Linton Village College

Job Description

HR Administrator

Linton Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Salary	Scale 5, points 22 - 25
Hours	18 hours per week, term time plus two weeks
Responsible to	The Executive Principal
Job Purpose	To provide a confidential, effective and efficient personnel service in line with the College's policies and procedures; to maintain all identified systems to a high standard ensuring data protection and confidentiality are adhered to at all times, and provide a professional recruitment service which complies with the College's aims, values, and responsibilities.

General

- Provide support with HR matters.
- Contribute to the formulation of Trust HR policies and processes.
- Ensure equality of opportunity and access to both employment policies and practices.
- Liaise between Occupational Health, EPM and the College on all relevant HR issues

Recruitment

- Administer the arrangements for staff appointments including: helping draft job descriptions and person specifications; drafting advertisement copy and placing advertisements; compiling application packs; organising interviews; obtaining references; arranging pre-employment checks; ensuring adherence to Safer Recruitment Guidelines; issuing letters of appointment and employment information to staff and/or Local Authority, as required.
- Ensure that all posts are evaluated in line with Trust, national or Local Authority pay scales.
- Liaise with and advise line managers with regard to suitable staff induction, including arrangements for and evaluation of the induction procedure.
- Carry out equal opportunities monitoring of recruitment, providing reports to Senior Leadership Team/Governors.

Absence Management

- In conjunction with the Payroll Officer maintain absence records for internal and payroll purposes and DfE returns.
- Co-ordinate return to work interviews for all staff and monitor those carried out by line managers.
- Monitor staff absence and support with procedures for long-term absence management.
- Administer absence requests and maintain records.

Personnel Policies and Procedures

- Provide personnel advice, guidance and support to College leaders and colleagues on the interpretation and application of the College's personnel policies, in liaison with EPM.
- Ensure DBS and other checks are carried out and the Single Central Record is kept up to date for all staff and other relevant personnel, in line with latest guidelines.
- Maintain personnel files for all staff and ensure that the SIMS Personnel database is kept up to date.
- In conjunction with the Payroll Officer ensure accurate returns are submitted by the required deadline to the relevant agencies.
- Ensure compliance with the Data Protection and the Freedom of Information Acts for all staff records.

Contribute to the College's safeguarding review/audit processes.

Performance Management

- Support the Executive Principal to ensure that the policy and procedures for staff conditions of service reflect the Performance Management (PM) requirements and Pay Progression needs, as appropriate.
- Maintain records of performance management undertaken and provide reports to SLT as required.

Professional Development of self and others

- Undertake relevant professional development in order to keep knowledge and skills up to date.
- Provide training and support in HR policies and procedures to other support staff as appropriate in order to provide additional capacity and cover.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the College as may be reasonably expected, without changing the general character of the duties or the level of responsibility. The job description will be reviewed through the appraisal process.

RECRUITMENT INCENTIVES

Free membership of the College's Fitness Suite.
Childcare voucher benefits scheme.

APPLICATIONS

Your letter of application should include an outline of your relevant experience for this post.

The College is committed to safeguarding and promoting the welfare of children and young people. Appointments will be subject to DBS clearance and satisfactory references. Only applications submitted on the College's application form will be considered. If you have not heard from us within six weeks of the closing date please assume your application has been unsuccessful.

Completed applications should be returned to Elaine Clayton at the College by 12 noon on Wednesday 27 February 2019.

HM/EC
February 2019