



**NOTRE DAME HIGH SCHOOL  
JOB DESCRIPTION**

*Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

**Job Title**

Human Resources Administrator

**Payscale**

Scale H  
£21,074 - £23,111 with performance management progression to  
£26,470 p.a. pro rata  
**Actual Starting Salary: £12,247 p.a.**

**Working Pattern**

25 Hours per week / Term Time Only

**Purpose of the Job**

To contribute to teaching and learning in the school by taking responsibility for the operation and continuing development of efficient and effective human resources administration, working in accordance with our personnel policies and any currently applicable schedules.

To implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as learning and caring community committed to following Christ's teaching.

**Responsible To**

Director of Business

**Responsible For**

N/a

**Level of Contact with Children & Degree of Responsibility**

**Level of Contact with Children**

**Medium**

**Degree of Responsibility for Children**

**High**

**Conditions of Employment**

The conditions of employment for members of non teaching staff are defined in the current National Joint Council for Local Government Services Document and the Catholic Education Service.

## **Primary Responsibilities:**

Administration of:

- **Recruitment and appointment processes including:**
  - Advertising job roles
  - Arranging interviews
  - Requesting references
  - Interviews including being on interview panels as and when required
  - Pre-recruitment checks i.e. DBS Checks / Prohibition Order Check
  - Issuing Contracts of Employment / New Starter documentation
  - Maintenance of the School's Single Central Record
  - Probationary period assessments
  - Preparing reports to School Governors on staffing as and when required
- **Payroll:**
  - Compiling paperwork for pay changes accurately and in accordance with payroll processing timescales.
  - Confirming pay changes to employees by letter
  - Confirming details of annual incremental progressions for progressing
  - Issuing annual salary statements
  - Preparing and keeping up to date the annual staffing budget
- **Bi-annual Performance Management Processes and Incremental Progression:**
  - Keeping paperwork updated and issuing accordingly during the year.
  - Recording completion and return of paperwork
  - Confirming outcome of performance management processes to employees.
- **Annual Workforce Census:**
  - Preparing and submitting this return to the DfE in November annually using the Computerised Personnel Information System.

Provide HR Advice on:

- **Sickness Absence:**
  - Prepare Formal Sickness Absences Meetings paperwork
  - Attend meetings to advise and take notes
  - Prepare formal letters confirming the outcome of such meetings
  - Advise on reasonable adjustments i.e. phased return to work
- **Disciplinary and Grievance Procedures:**
  - Prepare paperwork for investigation meetings
  - Attend meetings
  - Prepare letters, assemble paperwork, arrange and attend formal hearings as appropriate
- **Contractual and Occupational Schemes such as:**
  - Annual leave entitlements
  - Maternity leave
  - Paternity leave
  - Sickness absence
- To record and manage the Sickness Absence to include self-certification, return to work forms and fit notes.
- To administer the training records for all staff
- To arrange and organise the new starter induction day

- Ensure employment policies, procedures and guideline documents are kept up to date and in line with changes in employment law;
- To conduct an annual personnel – payroll information audit, reporting on and responding to any discrepancies.
- Ongoing maintenance of the Computerised Personnel Information System and paper records.

#### **Additional Specific Responsibilities:**

- In consultation with the post holder, the Headteacher/Line Manager may request a person to take on any additional responsibility as the school develops and/or the need arises.

#### **General Duties:**

- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.

#### **Performance Measures**

- The personnel systems of the school provide an efficient and effective service to users
- The personnel systems of the school project an orderly and pleasing image of the school