



## **INFORMATION PACK:**

### **Personnel Administrator**

### Job Description

Role:	Personnel Administrator	Post holder:	
Scale:	Grade E: Point 4 - 5 Matched to Job Reference 1376	Hours:	25 hours per week 38 weeks per year
Line Manager:	Business Manager	Direct Reports:	None
Date	February 2020	Reviewed:	

### General Responsibilities

To provide administrative support in relation to personnel related matters.

### Specific Responsibilities

- To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people;
- To undertake relevant personnel administrative processes for staff, governors and volunteers to include:
  - Starters and leavers processes
  - Vetting and barring processes
  - Contract amendments
  - The production of annual salary statements
  - The promotion and processing of monthly orders for Childcare Vouchers
  - The recording of annual leave entitlement
  - The completion of risk assessments
- To maintain an accurate Single Central Record;
- To co-ordinate the Induction Programme for new starters and ensure that the probation process is carried out in a timely way by relevant staff;
- To produce accurate monthly payroll information;
- To complete the administration for the School Workforce Census;
- To undertake the administration of the College's appraisal processes for staff, including ensuring that job descriptions are reviewed and updated as part of this annual cycle;
- To record the relevant data in relation to staff attendance, monitor and inform relevant staff when attendance actions need to be implemented and produce relevant reports;
- To act as note taker in meetings conducted under the College's Management of Staff Absence Policy;



- To ensure that the documentation required for Fire and Evacuation Procedures is accurate and prepared for when it may be required;
- To administer first aid;
- To act as co-tutor and support a form group;
- To undertake any additional duties as deemed reasonable by the Principal.



## Person Specification: Personnel Administrator

SELECTION CRITERIA (no priority order)			
Qualifications	Essential	Desirable	Method of Assessment
Appropriate level of Literacy and Numeracy skills, equivalent to level 2 or above	X		Application form / verified at interview
Relevant qualification and / or experience in the use of Microsoft Office software	X		Application form / Verified at interview
Working with Children and Young People	Essential	Desirable	Method of Assessment
Knowledge and experience of the requirements of safeguarding within schools, including Child Protection		X	Application form / interview
Motivation to work with children and young people	X		Application form / reference / interview
Commitment to, and belief in, the equal value of all students	X		Application form / reference / interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Application form / reference / interview
Knowledge and Experience	Essential	Desirable	Method of Assessment
Prior experience of working in an administrative role	X		Application form
Knowledge and experience of Human Resources and personnel processes		X	Application form / interview
Experience of an office environment		X	Application form / interview
Experience of using SIMS (school's information management system)		X	Application form / interview
Skills	Essential	Desirable	Method of Assessment
Strong ICT skills, especially in the use of Word and Excel	X		Application form / interview
Appropriate level of data protection, security and confidentiality awareness	X		Application form / interview
Efficient and organised	X		Application form / interview
Personal Qualities	Essential	Desirable	Method of Assessment
Able to work as part of a team	X		Application form
Strong ability to communicate with a wide range of stakeholders	X		Application form / interview
Accurate, consistent and having attention to detail	X		Application form / interview
Efficient and organised: independent and strong in time management	X		Application form / interview
Strong ability to work under own initiative and make appropriate decisions	X		Application form / interview
Willing to be flexible and adaptable	X		Application form / interview



Additional Requirements	Essential	Desirable	Method of Assessment
First aid training		X	Application form
Willing to contribute to the wider aspects of college life		X	Interview