St Peter's School

JOB DESCRIPTION

Senior HR Administration Assistant

Post Holder	
Salary Grade	Grade E, Scale Point 9 - £24,620 (actual) gross per annum
Contractual weeks	Term Time plus 5 days (to be worked at start and end of School Summer holidays)
Contracted Hours	37 hours per week (Monday – Friday inclusive)
	Monday to Thursday 8.00am to 4.00pm, less a 30 minute unpaid break
	Friday 8.00am to 3.30pm, less a 30 minute unpaid break

Reporting to: HR Manager

KEY ROLE AND RESPONSIBILITIES

To provide a flexible, efficient and comprehensive HR and recruitment administration service, working in liaison with the HR Manager and wider school team to ensure the effective delivery of HR processes and procedures. The role requires a high level of organisation, attention to detail, confidentiality and initiative to ensure HR records are accurate, up to date and compliant.

MAIN DUTIES

HR Administration and Employee Records

- Responsible for maintaining the Single Central Record (SCR) ensuring it is kept accurate, up to date and properly maintained, to include preparing for inspections or audits.
- In conjunction with the HR Manager maintain accurate, confidential personnel records and HR systems, including Arbor, ensuring information is up to date and processed in accordance with data protection requirements.
- In the absence of the HR Manager, prepare and issue offer letters and variation letters, and notify Payroll of any relevant employee changes to ensure records and payments are kept up to date.
- Maintain accurate and up-to-date HR files and records, including employment contracts, contract variations, and staff and volunteer records, under the guidance of the HR Manager.
- In liaison with the HR Manager, maintain accurate daily staff absence records, follow up on outstanding self-certification forms, update absence information on Arbor and record absence data daily on Payroll provider's portal. Monitor absence levels and notify the HR Manager when absence triggers are met.
- Maintain a working knowledge of relevant school policies and procedures, updating policies, ensuring HR administrative duties are carried out in accordance with established guidelines and requirements.
- Liaise with relevant departments and individuals to coordinate new starter arrangements, including issuing ID badges, setting up login details, responding to basic payroll queries and completing leaver administration.
- Maintain probation and annual appraisal/CPD records for associate staff, issuing reminders, advising line managers of review dates and following up outstanding documentation.
- Ensure HR filing is completed in a timely manner, keeping employee records organised, accurate and up to date.
- Maintain holiday records for full-time associate staff.

Single Central Record and Safer Recruitment

- Take responsibility for maintaining, monitoring and auditing the SCR, ensuring it is updated promptly and accurately in line with current statutory guidance, including *Keeping Children Safe in Education* (KCSIE).
- Coordinate and monitor pre-employment checks for staff, governors, volunteers and agency personnel, ensuring checks are completed and recorded before employment or deployment, as applicable.
- Manage DBS processes, including applications, identity verification, online checks and staff DBS renewals, ensuring requirements are followed and outstanding checks are tracked.
- Liaise with candidates, agencies, line managers and relevant bodies to obtain outstanding documentation and resolve discrepancies.
- Promptly escalate safeguarding concerns, incomplete checks or compliance risks to the HR Manager or Headteacher.
- Maintain accurate audit trails and prepare records and evidence for safeguarding audits, inspections and compliance reviews.

Recruitment and Staff Support

- In conjunction with the HR Manager, coordinate end-to-end recruitment processes, including advertising, shortlisting administration and interview arrangements.
- Provide administrative support throughout recruitment and appointment, carrying out pre-employment checks, including references, right-to-work checks, social media, career history and DBS checks.
- Coordinate induction processes for new staff, ensuring safeguarding training is completed.
- Advertise job vacancies as directed by the HR Manager on the appropriate recruitment platforms.
- Provide staff and volunteers with basic guidance on HR procedures, referring complex or sensitive matters to the HR Manager.
- Maintain an up-to-date understanding of school HR policies, procedures and relevant employment and safeguarding requirements.

HR Meetings and Administrative Support

- Provide timely, accurate and confidential administrative and secretarial support to the HR Manager.
- In liaison with the HR Manager, organise HR meetings and prepare relevant papers as required.
- Attend HR-related meetings with the HR Manager, as required, in the capacity of note-taker. Meetings may include, but are not limited to, return-to-work meetings, phased return meetings and flexible working request meetings.
- Prepare accurate meeting minutes and follow up actions within agreed timescales.
- Prioritise competing demands and key deadlines, identify issues and recommend improvements to HR processes and record keeping.

SUPPORT FOR THE SCHOOL

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher
- Comply with any statutory regulations i.e. GDPR which apply to the school

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or School Business Manager.

Safeguarding is everyone's responsibility at St Peter's School regardless of position or role.

Signed	Post Holder	Date
Signed	Headteacher	Date

Agreed date: November 2026

Review date: