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**Job Description**

**Post: HR Co-ordinator**

**Accountable to: Director of School Business Services**

**Hours: 37 hours per week, term time plus ten days**

**Salary: Grade 4**

**Job Purpose**

To support the effective running of human resources processes, procedures and policies within the school by providing effective, professional, confidential administrative support.

**Key Duties and Responsibilities**

* To liaise with school leadership team, teaching staff and support staff providing support, guidance, advice and information to the school leadership team on human resource issues.
* To support the processing of payroll, ensuring that all HR aspects are complete and up to date, including completion of joiner and leaver administration and submission of monthly timesheets for staff in line with payroll deadlines.
* To provide administration support with the recruitment process from where a vacancy is identified through to completing appointment paperwork, including placing advertisements, chasing necessary recruitment documentation, obtaining references, processing DBS applications and carrying out ID checks.
* To maintain the school single central register, co-ordinating all DBS checks.
* To liaise with the Director of School Business Services and the Local Authority with regard to the preparation of employment contracts.
* To provide administration support with the attendance management procedure in line with set timeframes, including ensuring that fit notes are received and recorded and that health absence meetings are scheduled with employees in line with the attendance management procedure and appropriate paperwork completed.
* To administer and monitor the appraisal/performance management procedure in line with set timeframes.
* To assist with all human resources procedures and processes, where required, including note taking.
* To analyse and produce human resource information, as required.
* To ensure that the personnel database and personnel files and records are complete, up-to-date and maintained in line with good practice and Data Protection legislation, filing information/documentation appropriately.
* To work with the Director of School Business Service in the planning, development, design, organisation and monitoring of human resource processes, systems, procedures and policies.
* To maintain accident records, as required.
* To handling confidential and sensitive information appropriately.
* To undertake general administration

**Support for the School**

* To be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
* To show a duty of care to students and staff and take appropriate action to comply with health and safety requirements at all times.
* To contribute to the overall ethos, work and aims of the school.
* To maintain good relationships with colleagues and work together as a team.
* To appreciate and support the role of other professionals.
* To attend relevant meetings as required.
* To participate in training and other learning activities and performance development as required.
* To demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Line Manager/Head Teacher.