

# **Job Description: Recruitment and HR Administrator**

## **The Role**

The post holder will be responsible for co-ordinating all recruitment activities and provide administration support for a range of HR related activities, including: data entry and reporting, compliance and support to the HR Manager in processing new starters.

## **Key Responsibilities**

### **Recruitment**

- To be responsible for the co-ordination of the recruitment process across the academy, including placing adverts, scheduling and booking interviews, calling references, liaising with candidates and producing recruitment panel packs.
- To ensure that references are received in a timely manner, regularly updating and liaising with the recruitment panel.
- To manage the Ark recruitment automated tracking system, updating application status in a timely manner.
- To ensure a welcoming and efficient reception for candidates.
- Providing a first point of contact for all recruitment enquires, to ensure that they are responded to in a timely and professional manner.
- To manage the Human Resources general email account ensuring all emails are responded to and, where necessary, forwarded to relevant colleagues in a timely manner.
- To ensure the interview room and waiting area are set up with refreshment and are clean, free from clutter and well presented with relevant academy reading resources available (eg: current newsletter, academy prospecti, BRIDGES information, copy of staff expectations).
- To support the HR Manager in processing new starter documentation, including setting up of paper files.

### **Compliance**

- To be responsible for administering the absence reporting and recording processes, ensuring that all absences are reported, recorded and followed up with the relevant line manager in accordance with the appropriate policies and procedures, liaising with the SLT, cover as required.
- To support the performance management and probation processes as directed.

### **Data Entry**

- To maintain the HR Information System (MyHR), updating staff records as required.
- to be responsible for recording all staff absence and sickness information, ensuring the electronic employee records are accurate and up to date to thereby facilitation accurate reporting.

### **HR Administration**

- To maintain an accurate and up to date paper and electronic filing system for all personnel records.

- To support the HR Manager in a range of HR related duties as necessary.

### **Other Administration**

- To support the administrative functions of the academy as directed

### **Other**

- To cover for absent colleagues and undertake other duties commensurate with the grade.
- To support administration and other operational staff as and when required.
- To actively promote the Academy and liaise with outside agencies as necessary, representing the Academy or Ark as appropriate
- To work in collaboration with the ARK Schools HR team as appropriate
- To maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld
- To communicate and liaise with staff, students, parents, governors and members of the local community as appropriate
- To be active in issues of staff and student welfare and support
- To provide cover as directed by your line manager and SLT which could include cover for reception and test/exam invigilation
- To comply and assist in the development of policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To demonstrate a commitment to Equality of Opportunity for all members of the Academy's priorities
- To undertake any other professional duties as set down in the Ark pay and conditions of service document, and as directed by the Principal.
- To be actively involved in the academy's enrichment provision.
- To act as a BRIDGES mentor.
- To support with whole school initiatives, attending whole school events and assemblies.
- To act as First Aider when required.
- To carry out a weekly student supervisory duty and a P.E. gate duty.
- To undertake training and development relevant to the post and in line with the Academy's priorities.
- To undertake any other professional duties as set down in the ARK Schools pay and conditions of service document, and as directed by the Principal.

