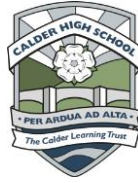


Calder High School
The Calder Learning Trust



"Everybody, Everyday"

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants

Job Profile

Post Title: HR Administrator/Compliance Officer

Department: Administration

Grade: Scale 5

Hours: Term time only plus 10 days

Prime Objectives of the Post:

- To provide an efficient and effective HR administration service to the school
- Working and collaborating within a team to provide outstanding admin support
- To ensure GDPR and statutory requirements are processed and maintained
- Update school HR documents as required, including HR forms and the staff handbook
- Maintain systems to ensure the Trust's statutory compliance

Responsible to: Headteacher's PA

Main Duties and Responsibilities:

1. To effectively receive and relay relevant information quickly and accurately
2. Assist with updating the staff changes on the Schools Information Management System (SIMs)
3. Contribute to the school's HR administrative tasks
4. Monitor entries into the single central record (SCR), ensuring compliance with safeguarding and local requirements
5. Maintain and update the school's DBS checking process, ensuring compliance with requirements and efficiency is achieved
6. Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all time
7. To update the SAS (Schools Advisory Service) administration ensuring complete confidentiality with staff records

Knowledge:

- Understanding safeguarding
- SIMs – (preferable)
- Understanding of data protection and confidentiality
- Ability to use IT packages including word processing, spreadsheets and presentation software
- Minimum five passes at GCSE at Grade C or above (including English Language and Mathematics)

Skills:

- Ability to communicate effectively, clearly and accurately both verbally and in writing
- Friendly and helpful manner
- Able to work on own initiative
- Excellent team player
- Excellent interpersonal skills, a high level of initiative, energy and enthusiasm
- Ability to plan, organise and prioritise to meet deadlines

Initiative:

- Organisation of own workload under guidance from the Headteacher's PA
- Ability to work constructively on own initiative
- To undertake training as required

Demands:

- Contact with staff and students
- Ability to work to deadlines
- Flexibility in working hours

People Responsibilities:

Liaising with:

- Headteacher
- Senior Leadership Team
- Teaching and Associate staff
- Parents
- Students
- Staff
- Local Authority
- Members of the public

This job description is not a restrictive outline but indicates a range of duties. The post holder will be expected to be flexible in the range of tasks undertaken as appropriate to the post.