Job Description

Date last reviewed – October 2026

Position:	HR Administrator
Grade:	NJC Grade 5
WSCC JDQ:	SCH 563
Hours:	12 hours per week Hours and days to be agreed – to be worked over a minimum of three days per week Term time plus inset days

General Details:

The details of your general duties are set out in this job description.

- It is expected that you will adhere to professional standards, school policy and procedures at all times.
- This job description may be reviewed at the end of the academic year or earlier if necessary. It may also be amended at any time after consultation with you.
- See the Person Specification for details of experience, qualifications, knowledge and skills required.

Relationships:

- The postholder is directly accountable to the Business Support Manager but will liaise closely with the Operations Manager.
- The post holder will work with a range of support staff and teaching staff.
- The post holder will work with staff across both sites.

Job Purpose: Tasks and Accountabilities:

Recruitment Procedures

- Advertise all posts both internally and externally.
- Collate responses, arrange short listing and interview schedules.
- Act as liaison point for applicants.
- Maintain the New Starter Tracker, ensuring that all stages of induction are complete and probation dates scheduled with Line Manager

Personnel administration

- Create and maintain staff personnel files.
- Create and maintain staff records in Bromcom, or other MIS.
- Create and maintain staff records in StaffSafe, or other safeguarding platform.
- Ensure a compliant Single Central Record is in place.
- Complete notification / adjustment forms for WSCC payroll processing.
- Respond to, or escalate, staff payroll queries and liaise with WSCC HR / payroll as necessary.
- Initiate internal process for new starters / leavers so that IT and admin processes can then be completed.

Timetabling

- Assist with maintaining timetables and mid year changes
- Mark students/staff absent on timetables when out on EVF's

Other

- Create and maintain induction records
- Ensure that all staff who are leaving are offered an exit interview
- Maintain tracking system of staff performance reviews

Driving and minibuses

- Ensure that all staff that are required to drive their own vehicles have the correct paperwork in place.
- Ensure that all staff who are required to drive Woodlands Meed vehicles have the correct permits and licences to comply with the regulations.

This description is not exhaustive. It is intended to give a general outline of the current duties and responsibilities and will be reviewed periodically with your line manager.

Other Duties:
The post holder will be expected to undertake other duties, commensurate with the post, which your direct line managers or members of the Leadership Team may reasonably and occasionally require.

Explanatory Notes:
Woodlands Meed School offers all staff APR's with an agreed line manager. The main aim of this is to identify areas of success and for professional development / individual training needs. These APR's will be scheduled annually as a minimum requirement, but ideally there should be a termly meeting and regular informal discussion. This job description and allocation of responsibilities may be reviewed and amended following consultation. Such a review will take place as part of the Professional Development Review cycle and at any other time on request.

Knowledge and Skills and Experience	**Essential**	**Desirable**
Willingness to submit a DBS check	X	
Evidence of the right to work in the U.K	X	
Experience of working to policies and procedures	X	
Proven ICT skills, including Microsoft Office, Excel	X	
Ability to work accurately under pressure and to deadlines	X	
Very keen attention to detail	X	
Further qualifications in ICT skills		X
Interpersonal and Communication Skills	**Essential**	**Desirable**
Ability to communicate sensitively or directly with individual staff at all levels, as circumstances require, using well developed interpersonal skills- face to face, on the telephone and in writing	X	
Ability to independently draft correspondence	X	
Good understanding of the need for confidentiality and integrity at all times	X	
Willingness to engage with the whole school community	X	
Have suitable team working skills	X	
Willingness to promote the school's work in the community, in partnership with governors, families and the other interest groups	**X**	
Initiative and Independence	**Essential**	**Desirable**
Be able to prioritise workload and work to deadlines	X	
Be able to work independently and to exercise own initiative	X	

Agreed Job Description:

Signed: Date:

Signed: *Headteacher* Date:

Signed: *Agreed Reviewer on appointment* Date:

*Agreed Reviewer may be changed at a later date