

ST JOSEPH'S SPECIALIST TRUST

Job Profile

Administrator (HR – Safer Recruitment)

Name: x

Date: x

Job Context: St. Joseph's Specialist Trust is a specialist school and college, registered children's home and adult supported living houses (together "St Joseph's" / the "Trust") with approximately seventy students and tenants. It has a staff of around 250.

This job profile recognises the requirements of the Trust's current Pay Policy and reflects the vision, aims and policies established by the Trustees.

Title: Administrator (HR – Safer Recruitment)

Job Purpose: Carry out safer recruitment through the administration of the human resources (HR) recruitment function within the Trust

Accountable to: Director of HR

KEY ACCOUNTABILITIES

Policy and Leadership

- To have a good working knowledge and understanding of all school policies.
- To read and review the Trust's Safer Recruitment Policy with the Director of HR to ensure compliance.
- Working within the Business & Admin team ensure all policies are vigorously adhered to in practice particularly in relation to health and safety and security to minimise risks to the Trust, staff, students and tenants.
- To work within the framework of employment law and KCSIE (Keeping Children Safe in Education) and the Trust's procedures. To always apply the highest standards of accountability, ethics and confidentiality to all work practices.
- To mentor and provide support and guidance to less experienced members of the Business & Admin team sharing gained knowledge when required.
- Engage with the School's Performance Management programme ensuring own continued professional development.
- To attend and contribute to staff meetings, recruitment fairs, open evenings and/or consultation evenings as required by the Trust.
- Share duties within the Business & Admin team to ensure the smooth running of the function as a whole over the various peaks of activity in the school year.

Recruitment tasks

Work together with the Senior HR Recruitment Administrator (Application Lead) and the Marketing and Recruitment Co-ordinator under the Director of HR on all aspects of staff recruitment administration following the Trust's Safer Recruitment policy, working with the Head of Safeguarding and keeping up to date with relevant legal requirements.

As Administrator (HR- Safer Recruitment) -

- Ensure that the required pre-employment checks (DBS checks, references and Occupational Health checks) are carried out, recorded and filed correctly. Following up issues with applicants and relevant HR and Senior Leadership staff as necessary.

- Ensure that recruitment processes are carried out within appropriate time frames, with all documents evidenced, references checked, checklist completed and files tidy and ready for inspection by the Head of Safeguarding, Director of HR, Core SLT and auditors. Liaising with the wider HR Administration team.
- Together with the Senior HR Recruitment Administrator (Application Lead) ensure that every new employee is provided with a contract (written statement of employment particulars) and that the contract templates are regularly updated to be legal and reflect the needs of the Trust.
- Together with the Senior HR Recruitment Administrator (Application Lead) ensure that up to date recruitment process and performance data is readily available both online and visible on the recruitment board. Work with the Application Lead to provide periodic management reports for the Director of HR on current performance data, new initiatives and recruitment issues.
- Assist the Heads of department, by pro-actively contacting potential candidates and chase for completion of application forms and references.
- Encourage the use of requisition forms by Department Heads to speed up the recruitment process, assisting with budgeting and clarifying vacancy needs.
- Ensure that new staff are inducted properly to the school.
- Type offer letters and letters of rejection promptly as instructed.
- Carry out routine admin tasks i.e. data input, production of spreadsheets, reports and forms and undertake project/research work as and when required.
- Assist the Trust's auditors/inspectors as necessary.
- Proactively reduce duplication of data recording through maximising use of the HR software system.

When required by the Director of HR, to assist the Marketing and Recruitment Co-ordinator -

- Make the best use of up to date, appropriate social media sites to promote vacancies for the Trust, researching and reporting to the Director of HR and Marketing and Recruitment Co-ordinator with new and innovative ideas.
- When required, assist to ensure that all vacancies are appropriately managed through advertising vacancies, sorting applications, short listing candidates and producing a selection process specific for each role.
- Liaise with all relevant stake holders and negotiate with agency representatives under the direction of Core Leadership.

- Working with the head of each relevant department, update job descriptions and person specifications for each post ensuring these are looked at in the context of the whole team and not in isolation.

Further Generalist HR tasks

- Ensure the Trust's personnel records and HR data is held confidentially and securely and an adequate backup system is in place and operating.
- Support the wider HR and Payroll Team at peak times or in times of colleague absence under the overall guidance of the Director of HR or in her absence the Director of Finance, Director of Business, Head of Safeguarding and Executive Principal.
- Support the Director of HR as required.

Management of Administration and Resources

- To keep records and carry out procedures which satisfy school policies.
- Undertake other tasks as reasonably correspond to the grade and the general character of the post. To carry out other reasonable requests made by the Senior Leadership Team, Trustees and Governors.

Evaluation and Quality

- To provide reliable consistent support, delivered on time.
- At all times maintain confidentiality and comply with the data protection policy and procedures.

This job profile is drawn up in the light of the following statement.

"The role of the Administrator (HR – Safer Recruitment) within the HR Team is much valued within St Joseph's Specialist Trust.

St Joseph's Specialist Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment".

Signature: _____

Administrator	Executive Principal
(HR – Safer Recruitment)	

Date: _____