



Gordon's School

HR Administrator (Maternity cover) – Job description

Reports to: HR Director

Hours: 8.30am to 5pm Monday to Friday

Main Purpose of the Job

To provide administrative support to the HR Director to assist her in delivering an efficient HR service to the school. The role will involve assisting with the recruitment process, keeping personnel records up to date and maintaining the schedule of policies.

Duties and Responsibilities

Your duties will include but may not be limited to:

- Administration of HR-related documentation, such as contracts of employment
- Ensuring the relevant databases are up to date, accurate and comply with legislation
- Assisting in the recruitment process including carrying out relevant checks and arranging inductions for all new staff
- Setting up interviews and issuing relevant correspondence
- Keeping personnel files up to date
- Maintaining the schedule of policies
- Recording staff absence (annual and sickness leave)
- Acting as the first point of contact for basic HR related queries
- Maintaining good communications with all areas of the school community

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which may reasonably be required of the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation.

Person specification

Education and Experience

- Experience of working in an administrative role
- HR experience is desirable
- Experience of using Microsoft Office including Word and Excel
- Educated to at least A level standard

Key Skills

- High level of confidentiality
- Excellent attention to detail and accuracy
- Excellent organisational skills
- Good communication skills – written and verbal
- Ability to prioritise work
- Flexibility and willingness to learn

Gordon's School is a State Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including a DBS check