



HR COORDINATOR FULL TIME

CONTRACT TYPE: PERMANENT

SCALE: NJC 24

BACKGROUND

Kirkham Grammar School is a thriving independent school, comprising a Senior, Junior, Infant and Pre-School, with 850 pupils on roll. The Senior School has 590 pupils in an age range of 11 - 18 years. The Headmaster is responsible for running the school, assisted by his Senior Leadership Team. There are close links with the Junior, Infant and Pre-School, situated across the road, which has 250 pupils on roll. The Governing Body and Bursarial Department are common to both schools.

THE POST

To provide a responsive staff focused HR service by ensuring timely, efficient and effective HR administration including coordinating procedures and facilitating effective internal communications.

The duties will be wide and varied and this job description is not intended to cover every area of responsibility. However, one of the most important aspects of this role is the responsibility for ensuring the school's Single Central Register is kept up to date. This is a vital document which holds all pre-employment safeguarding checks for every member of staff and forms an essential part of information used for inspection purposes. It is anticipated that the scope of all other work may vary from time to time but will include the following:

RESPONSIBILITIES

Recruitment

- a) Coordinate the administration of recruitment, including advertising vacancies, collating applications and data, corresponding with candidates, assisting with the shortlisting and selection process;
- b) Ensuring all pre-employment safeguarding checks are completed;
- c) Liaise with the Payroll Manager to ensure all employment requirements are met.

Staff Absences

- a) Oversee the reporting and recording of staff absences, liaising with the Payroll Manager to ensure up to date records are maintained;
- b) Complete Return to Work interviews with all staff.

HR Administration

- a) Responsible for ensuring the school's Single Central Register (SCR) is constantly maintained and contains correct and up to date information for all members of the KGS Community, ie salaried, peripatetic, casual and voluntary staff;
- b) Responding to internal and external HR related inquiries or requests and provide assistance;
- c) Liaise with the school's legal representatives to ensure correct HR processes are followed when required;
- d) Coordinate the appraisal process for Support Staff, assisting with internal communications, ensuring documentation is completed and collating information for HR reports;
- e) Manage the administration of staff contracts; preparing contracts for new starters, contract changes, extensions and keeping accurate records;
- f) General administration including processing invoices, scanning, photocopying, filing and updating documents;
- g) Any other duties commensurate with role and grade as requested by the Headmaster and School Business Manager.

Reports to: Headmaster and School Business Manager

PERSON SPECIFICATION

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|----|---|-----------|
| a) | Minimum qualifications: GCSE in English and Maths | Essential |
| b) | CIPD (Level 5) qualified | Desirable |
| | Proven experience in a generalist HR role at this or a similar level | Essential |
| c) | Excellent and up to date knowledge of employment law with the ability to apply it practically to workplace situations | Essential |
| d) | Supporting Line Managers across a full range of HR activities and employee relations issues (eg discipline, sickness etc) | Essential |
| e) | Administering and managing payroll | Desirable |
| f) | Excellent oral and written communication skills | Essential |
| g) | Excellent interpersonal skills and telephone manner | Essential |
| h) | Display initiative, be positive and enthusiastic | Essential |
| i) | Computer confident in creating databases/spreadsheets and using Microsoft Word, Excel and Outlook and basic skills using PowerPoint | Essential |
| j) | Able to work calmly under pressure | Essential |
| k) | Organised and efficient administrative skills | Essential |
| l) | Effective team player | Essential |
| m) | Ability to prioritise, organise and meet deadlines | Essential |
| n) | A clear commitment to safeguarding and equality and diversity in the work place | Essential |
| o) | Highly discreet with confidential information and demonstrate professionalism and respect for confidentiality | Essential |
| p) | Excellent attention to detail and accurate presentation of information | Essential |

FURTHER INFORMATION

Hours of work:

36.25 hours per week, Monday to Friday from 8.30 am to 4.45 pm, with a one hour unpaid lunch break at a mutually convenient time.

Holidays:

Four weeks' paid leave during the first year of employment and five weeks thereafter, in addition to statutory holidays and concessionary days.

Salary:
NJC 24.

Pension:
Contributory Pension Scheme, if required.

APPLICATION:

By application form and supporting letter to:

Miss S L Felton
HR Manager
Kirkham Grammar School
Ribby Road
Kirkham
Preston
PR4 2BH

Tel: 01772 684462
Email: sl.felton@kirkhamgrammar.co.uk

CLOSING DATE:

Applications should be received no later than midday on Friday 27 May 2022 with interviews to take place week commencing Monday 6 June 2022

Any applications received after this date will be held on file for a maximum of 3 months and reviewed if the first round of applicants are unsuccessful.

Applicants are advised to apply early. We reserve the right to close the vacancy prior to the closing date if a high number of applications are received.

Kirkham Grammar School is committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS clearance will be undertaken by the school.