



St Bernard's Catholic High School

— Part of the Mater Christi Multi Academy Trust —

HR and Pastoral Administrator Job Description

Reporting to: Office Manager

Weeks: TTO + 2 weeks (40 weeks)

Hours Per Week: 37

POST PURPOSE

To provide administrative support for the schools HR and Payroll functions ensuring that records are proactively maintained and up to date in line with policies and procedures.

To assist the Pastoral team with maintaining systems to ensure that records are up to date and compliant with legislation.

In addition, to discharge those duties in keeping with the Catholic Education Service (CES) contract of employment and the stated Mission of the School.

HR AND PAYROLL ADMINISTRATION

1. To be responsible for HR administration for the school ensuring that policies and procedures are followed in liaison with the Business Manager and other senior staff as appropriate.
2. To maintain the school's Single Central Register of all DBS checks for all staff/ Governors, visitors and volunteers in conjunction with the Office Manager. Completing relevant information as required.
3. To coordinate the recruitment of staff in liaison with the Head Teacher, Business Manager and other senior staff ensuring that the relevant paperwork is available and that arrangements for interviews are co-ordinated.
4. To ensure that accurate and up to date HR records are maintained on the Trusts Management Information system.
5. To be the point of contact for the schools external payroll provider ensuring that any changes are submitted and checked by payroll deadlines.
6. To be responsible for ensuring that documentation including contracts are checked by the Business Manager and sent out to staff in a timely manner and returned and filed electronically as appropriate.
7. To be the initial point of contact for staff queries relating to HR and Payroll, referring to the Business Manager as appropriate.
8. To be responsible for issuing induction and probation paperwork to line managers and to proactively monitor that the signed paperwork is returned and held on file.
9. To prepare correspondence relating to HR for staff in liaison with the Business Manager.

PASTORAL ADMINISTRATION

1. To maintain & monitor record keeping within pastoral systems
2. To maintain and monitor the database of students on Child Protection Plans, Children in Need and Vulnerable students.
3. To provide administrative support for referrals, ensuring detailed, accurate records are kept.



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4. To liaise with the pastoral and inclusion teams in school to ensure that the administration of student safeguarding and special educational needs are current.
5. To carry out general administrative duties as required.
6. To maintain efficient communication with parents and other stakeholders.

OTHER

To assist with other tasks when required to ensure the smooth running of school administration as directed by the Head Teacher, PA/Office Manager and Central Business manager.

SUPPORT FOR THE SCHOOL

1. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support differences and ensure equal access to opportunities for all.
3. Provide First Aid as and when appropriate.
4. Establish constructive relationships and communicate with contractors, in liaison with the appropriate staff.
5. Attend and participate in meetings as directed.
6. Participate in training and other learning activities as required.
7. Recognise own strengths and areas of expertise and use these to advise and support others.

SCHOOL ETHOS

1. The governors of St. Bernard's would encourage all staff to be involved in enrichment activities in line with the ethos of the school, specifically:
2. To play a full part in the school community, to support its distinctive Mission and to encourage students to follow this example.
3. To support the school in meeting its legal requirements for worship and to attend acts of worship as requested.
4. To develop effective professional relationships with colleagues.
5. To actively support the corporate policies of the school.
6. To comply with the school's Health and Safety Policy.

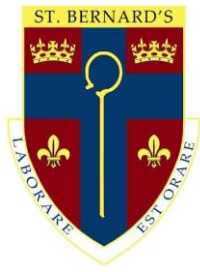
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

SIGNATURES

This job description is current at the date below but will be reviewed on an annual basis and, following consultation, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed _____
(HR and Pastoral Administrator)

Date _____



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Signed _____
(Line Manager)

Date _____