

## KEPIER JOB DESCRIPTION

**Name:**

**Job Title:** HR and Governance Admin Assistant

**Salary Scale:** NA

**Point Range:** NJC 8-11

**Additional Payments:** N/A

**Starting on:** To be confirmed

**Contractual hours:** 37  
annually)

**Weeks per year:** 38 + 4 weeks ( to be reviewed

**Hours to be worked:** Flexible based on need (between the hours of 7.30am - 6pm)

**Lunch break:** 12.30pm – 1.00pm (flexible)

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**Purpose of Job:** To assist the HR Manager in the administration of general duties in relation to all Personnel, Payroll, Absence Management, Recruitment and other HR and Governance related administration.

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**Main Duties and Responsibilities:**

Undertake all administrative duties relating to HR and Governance processes and procedures and liaise with the HR Manager as required.

To manage and maintain the personnel file system and all associated documentation processes, ensuring confidentiality and adherence to Data Protection legislation at all times.

To complete all required documentation for employee contracts (such as starters, leavers, maternity/paternity, changes to contracts) in a timely manner.

To support the completion of all statutory checks for staff and volunteers as necessary.

To support the maintenance of the Single Central Register ensuring all requirements are met.

To support the administration of all Occupational Health Referrals as and when required.

To support all recruitment activities for the academy ensuring that safer recruitment procedures are adhered to.

Using systems to support the management tracking of staff absences and report to the HR Manager when trigger points are reached. Arrange absence review meetings as necessary.

Ensure all absence data is provided each month to payroll by the required deadline.

Maintain all required records for employees such as staff lists, holiday entitlements, training course attendance, DBS disclosures, annual salary reviews. Undertake checking and monitoring as required.

To work proactively with regards to Governance, Human Resources practices and procedures, increasing knowledge and improving processes and procedures as appropriate.

To promote and safeguard the welfare of the children and young people that you are responsible for or come into contact with.

To deal sensitively and confidentially with data and information required in performing the duties of the post.

Any other reasonable duties as requested by the Line Manager, Principal or member of the Senior Leadership Team that are not specified in this job description.

The post holder must be willing to undertake First Aid at Work training and carry out the role, if required.

The post holder must be willing to undertake Fire Warden training and carry out the role, if required.

**Line Manager: HR Manager**

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue but, following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.

**Safeguarding**

Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.

In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow SSCB (Sunderland Safeguarding Children Procedures) Child Protection Procedures and inform Children's Services Social Care of their concern.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.

The post holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy.

Kepier operates a **no smoking policy** in its building and grounds.

**Signed (Employee)**..... **Date**.....

**Signed (Principal)**..... **Date**.....