

Lancashire County Council

Role Profile - Operational Context Form

Post title: Human Resources Administrator					
Directorate: CYP			Location:	Schools	
Establishment or team:				Post number:	
Grade:	Grade 4	Staff responsibility:		Essential Car user:	
<p>Scope of Work – appropriate for this post: To be responsible for HR administration in the school, including management of personnel records, the administration of staff recruitment and payroll administration.</p>					
<p>Accountabilities/Responsibilities – appropriate for this post: Key duties:</p> <ol style="list-style-type: none"> 1. Administer the recruitment of school staff, including advertisements, pre-employment checks, issuing and amendment of contracts and staff induction in relation to HR matters 2. Administering staff information relating to payroll within the school 3. Provision of support and advice to school staff 4. Maintain accurate and up-to-date staff records ensuring compliance with the Data Protection Act 5. Record and monitor staff absences and staff turnover 6. Record staff CPD, appraisal matters, staff training and performance records 7. Produce and analyse personnel data, including provision of reports for the senior leadership team and external agencies. <p>Individuals in this role may also:</p> <ol style="list-style-type: none"> 1. Undertake other administrative support duties, such as reception duties, filing, word processing, maintenance of pupil records and assisting with pupil welfare (such as sickness/injury). 					
<p>Additional supporting information – specific to this post. Indicative knowledge, skills and experience</p> <ul style="list-style-type: none"> • Knowledge of HR and associated procedures and an awareness of employment law. • Working at or towards national occupational standards (NOS) for human resources and knowledge / skills equivalent to current national qualifications level 3. 					
Prepared by:	EPR Team			Date:	10/08/2011

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must cooperate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.