



Post Title:	HR Administrator and Marketing Officer
Responsible to:	Head Teacher School Business Manager
Actual salary range:	Salary Scale 6 point 18-22 (new NJC pay scale) £23,395 - £25,125
Hours:	36 hours per week 8.15 – 4.00pm Mon-Thurs, 8.15-3.45 pm Fri 39 weeks per annum (Term Time plus INSET)

***St. Ignatius College is a Jesuit school in identity and mission,
for boys 11-18***

JOB DESCRIPTION: MAIN RESPONSIBILITIES OF THE POST

To undertake the role of HR and Marketing Officer. To manage Human Resource administration including staff safeguarding, recruitment logistics, and all associated HR paperwork.

HR and Recruitment

- Assist with the recruitment and selection of staff including, organising interviews through to the administration of bringing in the new employee, including induction check lists and safeguarding checks
- Co-ordinate and manage all recruitment activities within the School
- Update and development of job descriptions, & person specifications.
- Preparation and placing of recruitment advertisements.
- Negotiate advertising and recruitment agency fees/costs to ensure costs are kept to a minimum
- Send out application packs, dealing with emails and queries.
- Assist with short listing, organisation and attendance of selection interviews.
- Interview administration – arrange with candidates, interviewers, book rooms, copy papers, and attend if required.
- Post interview – notify successful/unsuccessful candidates, file unused documents, send for references.
- Pre-Employment checks – DBS checks (safeguarding), Occupational Health check (fit to work), check right to work/visas/permits etc. Check DFE secure site for sanctions etc - “claim” as our teacher on DFE site.
- Prepare contracts of employment ensuring accuracy and appropriateness and sending out with Payroll forms and policies.
- Notify School Business manager of all details of appointment for payroll.
- Check ID seen and arrange Safeguarding training on first arrival.
- Ensure induction checklist is completed by manager.
- Monitor the probation process, supporting managers and producing letters.
- Support the staff appraisal scheme and assist in its management.
- Arrange for exit interviews.
- Update our school list on DFE site (teacher’s leavers and joiners) end of July/September.

- Maintain the Single Central Record
- Ensure all individuals are accurately recorded on the School's central database of DBS (Single Central Record). This will include Staff, Governors, SPA, Peripatetic Teachers, Contractors, Regular Volunteers, Student Teachers and Agency Staff working for the School for an extended period of time.
- Staff Absence Monitoring
- Record staff attendance on SIMS, in line with school policies and procedures, including supporting line managers in conducting absence management meetings, coaching in absence procedures and producing relevant letters
- Prepare monthly sick returns to payroll bureau for teaching and support staff.
- Bring to the attention of Deputy Head any concerns – frequent absences. Inform School Business Manager and issue letter to staff member for authorised unpaid leave.
- Manage the College's sickness absence reporting procedures by monitoring sickness absence ensuring that the management of attendance processes are followed by line managers in order to keep sickness absence levels within the school to a minimum.
- Provide Governing Body's Personnel Committee with reports as appropriate.
- Manage and maintain the College's Human Resource records, both computerised and paper based maintaining confidentiality and compliance with GDPR legislation at all times. Archive and set up new personnel files.
- Keep a check on expiry dates of contracts and notify staff when nearing completion if not being renewed.
- Keep record of any staff with visas/work permits noting expiry dates and ensure these are renewed in time.
- Ensure all staff records and staff information on HR systems are accurate, updated promptly and maintained in a confidential manner, complying with Data Protection Act.
- Notify School Business manager of all details of appointment to ensure new staff are set up on the College's Management Information System (SIMS) and their details sent to the College's Payroll Provider.
- Liaise with the IT Department to create access details (logins, emails etc) and the Deputy Head responsible for the timetable for teaching staff so that staff are coded correctly and their timetables are produced
- Respond to outside agencies and public queries requiring staff info/references. Prepare letters for staff for embassies/housing etc.
- Maintain contact with absent staff, liaising with Subject Leaders and SLT
- Responsible for managing policies and ensuring these are kept up to date and are current

Additional responsibilities

- Census

Marketing

- Review all advertising and marketing materials, including the prospectus.
- Update the College website.
- Oversee marketing input and presence at all key school events.
- Organise Open Days, Experience Days and other marketing and recruitment events for prospective families.
- Collate feedback reviews of events so that they can be made more effective.
- Communicate with external specialists and agencies, ensuring they deliver quality work, on time and on budget.
- Monitor school branding, ensuring a cohesive and consistent approach in all marketing.
- Work with uniform suppliers to ensure the school branding reflects the St Ignatius College vision.