



Fulham SCHOOL

Human Resources Administrator

Job Description

Reports to: Northern Europe HR Manager

Overall job purpose

The Human Resources Administrator will support the Northern Europe HR Manager in the provision of a high-quality, efficient HR service for Fulham School. The Human Resources Administrator will act as the first point of contact and provide general HR support as required and working across Fulham School sites, as necessary.

Principle Responsibilities

Recruitment

- Support the recruitment of all academic and non-academic staff across Fulham School.
- Place vacancy advertisements and respond to communications from candidates.
- Ensure the school websites provides accurate information on vacancies and that relevant documents on the vacancies page are up to date by liaising with the Northern Europe HR Manager.
- Track applications, prepare shortlisting packs and invite candidates for interview.
- Apply for references and make follow-up calls to referees.
- Produce and issue interview programmes and individual interview timetables for all staff involved in the process.
- Make any necessary arrangements for candidates such as visitor parking, school tours, lunches, accommodation, and reimbursement of expenses as appropriate.
- Support interview arrangements on the day, greet candidates and photocopy ID and other documents and oversee any practical tests or assessments.
- Be responsible for checking and processing Disclosure and Barring Service (DBS) applications.
- Be responsible for the administration of new starter paperwork for the successful candidate.
- Ensure all new staff are issued with appropriate induction and probation documentation.



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Employee Records

- Ensure that the Single Central Record of Staff is kept up to date at all times and in accordance with the DBS Code of Practice and Keeping Children Safe in Education.
- Ensure that all other employee records in the school's databases (iSAMS and SuccessFactors) are accurate and updated when required.
- Update all staff files, both electronic and hard copy as required.
- General filing and shredding.

Operational HR

- Keep up to date with changes in employment law, guidance and best practice and inform as necessary.
- Oversee the HR Information System, Success Factors for Fulham School.
- Answer and deal with day-to-day enquiries (both internal and external) in a timely and efficient manner.
- Ensure the completion of new starter paperwork and set up new files.
- Ensure the completion of leaver paperwork, arrange exit interviews and archive files as necessary.
- Ensure all probationary periods are diarised and that confirmation letters are produced once probationary reviews have been undertaken by line managers.
- Support the preparation of documentation for internally promoted staff.
- Assist with other HR projects where required.
- Administer absence requests including annual leave and special leave in line with school policy.
- Administer the Return-to-Work process and produce absence reports as required.
- Monitor staff absences and oversee referrals to Occupational Health.
- Ensure that regular, consistent and timely information and instruction is given to the Northern Europe HR Manager.