

Role Profile



Part A - Grade & Structure Information

Job Family Code	5BF	Role Title	HR & Training Administrator
Grade	S5	Reports to	Senior Leadership Team
JE Band	161-191	School	Chertsey Nursery School
		Date Role Profile was created	Nov-23

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>This role will be working specifically on HR and general administration duties as directed by the Senior Leadership Team. To provide efficient administration of HR processes and procedures. To assist and be responsible for a range of general administrative tasks and duties linked to the smooth running of the office and nursery school.</p> <p>Key functions include:-</p> <p>HR Admin - sending out offer letters, contracts and relevant enclosures, maintaining accurate payroll and HR records in line with GDPR regulations, processing DBS, identifying and booking the training needs of the school and updating school MIS. To ensure that safer recruitment is applied at all times. To suggest new training initiatives as and when required.</p> <p>Order goods and services ensuring best value and following ordering procedures to ensure adequate resources are available to meet work requirements.</p> <p>To provide cover for members of the admin team when required, which include delegated duties from their job description</p> <p>To undertake a range of administrative duties under the overall direction of the Senior Leadership Team, for example; dealing with the booking of lettings and other extended services, updating the school website, etc.</p>
Work Context	<p>Chertsey Nursery School is one of Surrey's 4 Maintained Nursery Schools. There are approximately 80-100 children on roll in the Nursery including a Special Needs Class. The Nursery School works cohesively focussing on the needs of the whole family. The role will be based at the Chertsey Nursery site. The Governing Body is Federated with Dorking Nursery School and there is a close partnership between the two schools.</p>

Line management responsibility if applicable	Not applicable
Budget responsibility if applicable	Not applicable
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Ensure information and records are processed and stored to agreed procedures. • Assist in providing and manipulating basic data for statistical and other reports. May run and present standard reports. • Prepare and despatch a range of standard correspondence/documents to ensure an efficient response to enquiries and timely conclusion of any process connected with the defined area of activity. <p>Service Delivery</p> <ul style="list-style-type: none"> • Deliver a range of administrative and/or customer/consultancy services in support of existing systems or processes to agreed standards, to maximise service quality and continuity. • Receive and respond to everyday enquiries from customers to provide a timely, courteous and efficient service. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Support a group of senior staff, ensuring confidentiality, and assisting in the effective organisation of internal/external meetings and activities to support a high standard of office organisation. • Assess the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed to time and to an appropriate standard. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • Follow established ordering procedures to ensure adequate resources are available to meet work requirements. <p>Work with others</p> <ul style="list-style-type: none"> • Receive visitors and provide/request basic information in a courteous manner to promote a positive image of the work unit. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. To have regard to and comply with safeguarding policy and procedure as appropriate.</p>

Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Minimum 3 GCSEs at Grade C or above, or equivalent, or able to evidence ability at an equivalent level. • Familiar with one or more of the specific processes used in business, communication, financial or HR administration. • Ability to apply relevant health and safety, equality and diversity, and other county/service policies and procedures. • Competent in a range of IT tools. • Ability to work with others to achieve objectives and provide excellent customer service. • Good written and oral communication skills with the ability to build sound relationships with staff and customers. • Ability to prioritise and plan own workload in the context of conflicting priorities. • Experience of working in a busy office environment.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>Understanding and experience of SIMs management system/willingness to train.</p> <p>Understanding of basic GDPR compliance.</p> <p>Keen to develop and attend CPD relevant to the post.</p> <p>Ability to be flexible, proactive and take initiative depending on the needs of the school.</p> <p>Attend meetings as directed by the Leadership Team.</p> <p>This post is subject to a satisfactory DBS clearance and pre-employment checks.</p>
Role Summary	<p>Roles at this level provide a business support service as part of a specific service or service team. They work within established processes and procedures, resolving problems or queries with the more complex issues referred to others. They support more senior staff by executing the detailed processes in specific aspects of business, financial, communication, facilities and/or HR administration and will be fully versed in all procedures of their specialism. They will be subject to supervision but will be expected to organise their own workload and set their own priorities within short, e.g. day-to-day timescales. They may support a group of more senior staff with some of the more routine duties and ensure matters are dealt with appropriately when they are out of the office. Some roles at this level may be more restricted in terms of variety or organisation of tasks than others. Where this is the case, customer service may be the predominant feature.</p>

Copyright © 2017 Surrey County Council

Chertsey Nursery School is committed to safeguarding and promoting the welfare of children, young people, families and carers and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced background checks by the Disclosure and Barring Service, satisfactory references and on-line checks.