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### **HR/School Office Administrator - Job Description**

The HR/School Office Administrator operates as a key member of the Administrative Team delivering a high level, efficient and comprehensive HR/School Office administration service to all staff, managers and external contacts. He/she provides effective HR administration and advice in accordance with agreed policies and procedures. He/she ensures compliance with all relevant regulations, whilst maintaining confidentiality and high professional standards at all times. The HR/School Office Administrator provides full support to the Senior Leadership Team in all aspects of HR, Payroll and, more generally, School Office administration. He/she deals with day-to-day enquiries and contacts with all staff in relation to HR/Payroll matters.

Reports to: Business Manager

#### **Duties and Responsibilities:**

1. Undertake all necessary HR administrative tasks covering the entire employee lifecycle, including:
  - a. Starters
  - b. Salary changes
  - c. Absences
  - d. Maternity leave
  - e. Leavers
  - f. All other contract variations.
2. Generate all appropriate contracts and letters.
3. Act as the first point of contact for HR related information for school staff and provide an efficient, professional and friendly HR service to all employees, supply staff and volunteers.
4. Deal with enquiries from a number of sources, providing specialist advice on policies and procedures and resolving routine matters, referring more complex issues to the Senior Leadership Team and/or external legal advisers.
5. Enter and maintain all HR data in School's Management Information Systems (MIS) in a timely manner, ensuring that it is constantly kept up to date and accurate.
6. Within the School's systems, take overall responsibility for both the completeness and accuracy of the Central Register, including the ability to generate the Central Register report at short notice.
7. Ensure that all staff files are complete and signed off, including all training certificates.
8. Administer the DBS process in its entirety for employees, supply staff, trainees/interns, volunteers and external individuals and ensure full compliance with all legal requirements and guidelines.

9. Prepare monthly payroll data (including the processing of authorised overtime and absence forms) in Excel spreadsheets ready for review by the Finance Manager and approval by the Senior Leadership Team, prior to submission to the external Payroll Bureau, ensuring that the information is both complete and accurate and that all payroll deadlines are strictly met.
10. Monitor all staff absences – sickness, maternity, holidays, all other types of leave - and maintain spreadsheets/reports as required. Pro-actively chase any outstanding documentation/authorisations.
11. Keep accurate training records in both MIS and staff files.
12. Set up and react to trigger reminders for review and action as necessary in respect of probation periods (including issuing letters following completion), temporary appointments, maternity leave, fixed term contracts and other relevant contract variations, maintaining MIS and/or spreadsheets as appropriate.
13. Administer all aspects of the various childcare voucher schemes on offer.
14. Assist and work closely with the Finance Manager in the administration of all pension forms, including beneficiary forms.
15. Assist and support the process around eligibility to work in the UK for relevant staff.
16. Carry out the comprehensive induction of new staff from an HR perspective.
17. Plan and administrate annual processes/forms and their outcomes for performance reviews and objectives.
18. Provide data when required for statistical purposes (e.g. KPIs, Management Information, etc.)
19. Ensure that employment related documents (e.g. staff contracts, website, vacancies, etc.) are kept up to date and meet the requirements of ESUK.
20. Participate in and/or lead HR projects and policy developments.
21. Support the Senior Leadership Team in all HR matters and generally ensure the smooth running of the School in respect of all HR matters.
22. Maintain awareness of and comply with all relevant ESUK policies, particularly any matters relating to Confidentiality, Safeguarding, Financial Regulations, Health & Safety and Equal Opportunities.
23. Compile and maintain recruitment statistics in respect of Equal Opportunities objectives.
24. Assist with all aspects of School Office administrative duties as required, particularly at busy periods during the academic year (e.g. start and end of term), demonstrating a clear willingness to help and a flexible approach to administrative tasks.
25. Perform any additional duties or responsibilities, commensurate with the scope and grade of the post, as reasonably directed by members of the Senior Leadership Team and/or Administrative Team.

**Person Specification:**

- Confident Microsoft Office skills, in particular Excel, Word and Outlook (or equivalent).
- Experience of using HR systems and databases.
- Previous experience of working in HR, with an understanding of processes and regulations.
- Excellent verbal, written and interpersonal skills.
- Strong attention to detail.
- Ability to work accurately and independently.

- Excellent time management and organisational skills.
- Able to be trusted with highly confidential information.
- Confidence and ability to develop and maintain professional relationships at all levels within ESUK, as well as with external contacts.
- Ability to manage conflicting priorities, exercising responsible judgement when appropriate.
- The successful candidate is likely to possess an Undergraduate Degree as a minimum level of qualification.
- May be studying towards a CIPD or similar qualification.