



CROFTON SCHOOL

Role:	HR Administrator
Salary:	C Grade
Working hours:	20 hours a week (exact working times to be confirmed) Term time plus 3 additional weeks; Monday – Friday or as instructed by the Headteacher/your line manager.
Reports to:	Operations Manager

This role profile does not define in detail all the duties and responsibilities of the post. Your attention is drawn to the Crofton School Staff Handbook, which gives details of current school routines.

Job Purpose:

Provide a comprehensive HR administration service to the school,

Roles and Responsibilities:

- Undertake administration associated with staff absence ensuring all records are maintained accurately and all sensitive data (i.e. data relating to staff details, sickness etc.) is treated with the utmost confidentiality. This will include, but not limited to, entering absence data, dealing with staff absence queries, running absence trigger reports, arranging return to work meetings and associated paperwork.
- Input and extract staff information ensuring staff personal records are accurately updated as required on the school's internal systems (Arbor/SAMPeople/iTrent/SAS).
- To check invoices for supply teaching prior to the school's payment.
- Support with recruitment administration as required.
- Assist with the induction administration for all new staff, liaising with nominated staff to ensure timely completion and recording of the process.
- Assist with payroll administration.
- Assist the HR Officer to administer the staff performance management process, ensuring all staff evaluations are completed on time, and accurately filed for moderation.
- Support the HR Officer in the production, distribution and recording of staff annual pay statements.
- Support project work as required.

General:

- Maintain a secure HR filing system and archive. accurately in accordance with GDPR.
- To maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff and other information acquired in the course of undertaking duties for the school.
- Uphold the high standards of the school in all communications, including personal contact, telephone and written.
- Manage workload, prioritising tasks and requesting support from the HR Officer during 'pinch points' (payroll/recruitment deadlines).

Safeguarding and Confidentiality:

- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.

Health and Safety:

- Be fully aware of health and safety regulations.
- Be familiar with fire and other similar evacuation procedures and to act in accordance with them in any emergency situation.
- Take responsible care for the health and safety of yourself and others who may be affected by your actions or omissions at work.
- Cooperate with any requirements to adhere to Statutory or other safety regulations.

Additional Duties:

- Carry out any additional duties as may be reasonably required by the Headteacher or your line manager.
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Review:

This role profile will be reviewed annually during the performance management and may be amended after consultation.

Date Reviewed: February 2026.

