

# HR Administration

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## Recruitment and Selection (General)

- Advice to managers on cost, layout, wording, accuracy, legality and style of advertisements.
- Placement of the advert on West Midlands Jobs web page (wmjobs.co.uk), SMBC Jobs web page (where applicable), agreed external web pages and external publications (subject to layout approval).
- Provision of advice on all aspects of the recruitment process, including the resolution of problems and complaints.
- Provide advice to the Chair of the Interview Panel where applicants are designated "At Risk".
- Provide interview panel with short listing and interview documentation.
- Provision of offer letters confirming panel's decision to successful candidates.

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## Recruitment and Selection (Head Teacher and Deputy Head Teacher Posts)

- Provision of model job descriptions and personnel specifications.
- Upon receipt of applications, copy, collate and distribute to Client as part of the recruitment pack.
- Arrangements for short listing and interviews.
- Liaison with the Area Education Officer and Chair of Governors for Sandwell maintained schools.
- Support of an officer throughout the process.

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## On Line Recruitment Facility

- Provision of facility enabling candidates to apply on line for vacancies via West Midlands Jobs (Sandwell) web site using standard application form, thus enabling clients to deal with the first stages of the process electronically and reduce the administrative burden associated with the collation and distribution of paper application packs and forms.
- Creation and collation of an electronic candidate pack / job file in preparation for short listing – file distributed to Client using secure electronic file transfer.

## Employment Checks / Clearances

On receipt of appointment notification:

- Provide advice and administration of pre employment checks ensuring that all are completed prior to the employee's start date, as appropriate:
  - o DBS online, via the eBulk application
  - o References
  - o Asylum and Immigration Check
  - o Support to clients in relation to application for non-EU Nationals Work Permits
- On receipt of clearances, provide client with data for the Single Central Record (where applicable) for satisfactory clearances and notify client of any positive DBS disclosures.
- Administer any DBS renewal programme, according to SMBC and/or client's policy – including an onsite visit where required, to support the process.

**Note:** Where SMBC schools do not purchase the HR Administration Service from PPS, the Local Authority still has a responsibility to ensure that Safeguarding Practices are adhered to. Details of safeguarding checks must be retained by the school or the school's HR provider in order that the Local Authority may maintain the necessary records.

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## New Employees

- Issue contracts of employment in accordance with relevant legislation.
- Issue copies of all relevant policies and procedures or provide details of where such information can be found.
- Confirm salary/service details with previous employers as appropriate.
- Undertake provisional / final salary assessments (depending on information available) for new teaching appointments in accordance with individual client's pay policy and the School Teachers Pay and Conditions Document, and provide details to employee and Governing Body.
- Issue probation forms and monitor receipt of completed forms (as per client policy).

- Amendments**
- Issue variations to contracts of employment to existing employees where there are changes to terms and conditions, including salary sacrifice changes.
  - Issue details relating to results of job evaluation / grading reviews and associated variations to contracts.
  - Liaise with Estates and Facilities department (where appropriate) in regard of updated / re-calculated rent and rates values for Service Tenancy Agreements and advise SMBC payroll service (if applicable) of associated salary deduction values.
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- Termination of Employment**
- Acknowledge employees resignation and undertake administration in relation to leavers.
  - Issue exit questionnaires where applicable.
  - Administration in connection with the end of SMBC Service Tenancy Agreements for Caretakers/Site Managers including liaison with Legal Services as appropriate.
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- Maternity, Paternity, and Adoption Pay and Shared Parental Leave**
- Provide advice to employees regarding Paternity / Maternity / Adoption / Shared Parental leave entitlements.
  - Application and interpretation of relevant regulations to identify entitlements and notify SMBC payroll service (if applicable) to enable payment.
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- Removal and Lodging Allowance**
- Administrative support for the processing of payments, and where necessary, the recovery of payments.
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- Long Service and Retirement Awards**
- Check entitlement to Long Service and Retirement awards in line with client policy and provide notification to employee and client.
- Administer payments for the purchase of gifts or All4One gift card for SMBC schools.

**Note:** This service will incur an additional charge where SMBC schools purchase their HR Service provision from an alternative provider or have internal HR Service provision; refer to Service Level Agreement – Optional Additional Charges.

- Single Central Record**
- Access to real-time report detailing employee Single Central Record information.
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- Schools Workforce Census**
- Liaison with clients in regard of the production and update of census data files
  - Validation of data within client census files provided
  - Upload/submission of client census files provided
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- SIMS or Management Information System Support for Schools / Academy clients**
- Provision of information and onsite check to ensure HR data held on SIMS HR Module or alternative Management Information system has been maintained, is accurate and up to date, complying with Data Protection Regulations.

**Note:** Each client may request up to 2 on-site visits per annum as part of the standard service. Additional on-site visits can be booked for which an additional charge will be levied; refer to Service Level Agreement – Optional Additional Charges

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- Volunteers**
- Provision of support in relation to volunteers
  - Provision of advice and administration of all safeguarding checks and termination of maintenance to include:
    - o DBS online – via eBulk application
    - o References
    - o Asylum and Immigration check
  - Creation, maintenance and termination of volunteer records on HRMS
  - Provision of twice yearly reports detailing current volunteer records.
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- Support in regard of Organisational changes**
- Administration in connection with Redundancy/ TUPE Transfers/Transfers/Organisational Structure.
    - o Processing of administrative changes to organisational structures.
    - o Liaison with SMBC finance re: financial coding, where applicable.
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- HR Files / HR Records**
- Maintenance and secure retention of a comprehensive file for each employee.
  - Access to the file in accordance with policy.