

VOLUNTEER ROLE JOB DESCRIPTION

Post Title:	Admin Volunteer/Work Experience for the People Service Team
Location:	The Bridge Multi Academy Trust, London
Department:	People Service - Central Team
Responsible to:	Head of People Services
Responsible for:	School administrators, school staff, government representatives, union reps and local authorities, management support and board members

Purpose of the Job:

To provide high-quality administrative support to the People Services Team in ensuring that our safer recruitment standards are met, data are accurately recorded and all e-records are properly filed and updated.

Main responsibilities

The position will provide effective support across the People Services Team. Typical duties include:

Safer Recruitment Support

- Assisting in processing DBS applications and tracking the progress.
- Requesting references – both professional and character (where relevant) and ensuring that they meet the required standards.
- Helping with the verification of identity documents and DBS supporting documents in line with statutory safeguarding requirements and DBS regulations.

Database and Record Management

- Assisting in accurately updating the HR database – EveryHR, Bromcom with new joiner information
- Routine check of files to identify any missing or expired documentation.

File Administration

- Carrying out regular checks of personnel files ensuring that all documentation is complete.
- Assisting with the archiving or deletion of records for staff who have left the Trust.
- Handling all personal data and maintaining all personnel records in strict accordance with the Data Protection Act and the Trust Data Protection Policy.

Other Responsibilities:

- Ensuring that established processes are followed in a consistent manner
- Providing excellent (internal and external) customer service and building strong relationships
- Ensuring confidentiality of all written and verbal communication
- Maintaining good housekeeping, strictly adhering to the Trust's policies and procedures
- Assisting other members of the team as required

PERSON SPECIFICATION

The person specification describes the skills, knowledge and experience required to conduct the job and will also be used in the shortlisting and interview processes.

Experience, Skills and Abilities
<p>Essential</p> <ul style="list-style-type: none"> • Good organisational skills • Experience of working to deadlines and delivering results through effective management, organisation and planning of workloads and resources. This is a challenging role which requires prioritisation of tasks and the juggling of many balls. • Ability to confidently navigate IT systems • Good level of IT skills • Good level of literacy and accuracy • Excellent communication skills, both verbal and written. • Discretion and an ability to work confidentially. • A self-starter, able both to work independently • Accuracy and attention to detail – this is vital for compliance. • Ability to build relationships and work collaboratively as part of a team <p>Desirable</p> <ul style="list-style-type: none"> • Proficiency with Microsoft Office products and managing databases. • Ability to problem solve and use initiative in finding the best solution to a problem
Knowledge
<ul style="list-style-type: none"> • Good level of IT knowledge