



Job Description & Person Specification

Administration Officer

Grade 4 SCP 12-17 £26,421-£28,770

Full-time (36.66 hrs per week), Full Year (with flexible options considered)

Purpose of Post

- To deliver an outstanding HR administration provision for St Anne's Academy and the Cranmer Trust Rochdale Hub primary schools.
- To carry out key administrative functions which are essential to the successful operation of the school including the teaching cover schedule.

HR

1. HR administration for all aspects of the employee life cycle, including offer letters, contract variations, staff appraisal, pensions, absences, family leave and leavers, for St Anne's Academy and the Cranmer Trust Rochdale Hub Primary Schools.
2. Enter staffing information into the HR MIS.
3. Organise DBS and other new starter checks for new staff.
4. Administer the recruitment processes, posting job adverts, sending references, candidate communication organising and facilitating interviews using the recruitment MIS following safer recruitment principles.
5. Administer the sickness absence management process including attending review meetings as note taker.
6. Maintain the Single Central Record for staff, Local Committee members, visitors and contractors in line with guidelines.
7. Maintain records of holiday working for term time plus staff.
8. Respond to payroll and pension queries.
9. Maintain and develop HR files.
10. Actively support the drive for continuous improvement of HR Administration processes
11. Undertake wider HR administration tasks as required.
12. Having due regard to the data protection policy, to maintain HR files and database ensuring the correct retention periods are applied and to run reports to advise destroyal dates.

Cover

1. To support the administration of "Cover" as necessary for absent (planned or unplanned) staff though the Management Information System.
2. To liaise with Faculty Leaders to ensure that class work is set for supply teachers to deliver.



3. To arrange room changes as a result of cover or exam implications or other requests as necessary.

Wider Responsibilities

1. To carry out reasonable general administrative functions as directed by the School Business Manager.
2. To be a senior member of the wider Academy Administration Team.
3. To carry student support duties such as lesson changeovers and during student social times.
4. Support the organisation of meetings, including booking meeting rooms and arranging catering, taking meeting notes as required.
5. To attend occasional out of hours school events and meetings.

Data Protection

1. Follow protocols for GDPR related matters, data protection, Subject Access Requests (SARs) and Freedom of Information requests (FOIs)
2. Respond to helpdesk enquiries, answering the phone, emails and logging details of calls.

General

1. Uphold and promote the values and ethos of the school/Trust
2. Keep abreast of new technology, and make suggestions for improvement, assisting in the review and development of operational procedures.
3. Proactively manage workload to ensure service standards are met, checking personal accuracy and seeking guidance where necessary from senior colleagues.
4. Implement and uphold the policies, procedures and codes of practice of the school / Trust.
5. Proactively promote and comply with safeguarding / child protection in all areas of responsibility.
6. Support the Trust and school's health and safety policy and be aware of the responsibility for personal health, safety and welfare and that of others reporting any hazards and actively contribute to the security of the school, for example challenging a stranger on the premises.
7. Understand and promote the importance of inclusion and equality and diversity for all.
8. Participate and engage with training and development opportunities, working to continually improve own performance and that of the team / school / Trust.
9. Attend and participate in relevant meetings as appropriate.
10. Undertake any other additional duties commensurate with the grade of the post.

Responsible to:

School Business Manager

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.



Administration Officer	Essential / Desirable	Application Interview Test
Qualifications		
Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework	E	A
Administrative, HR or business management qualification	D	A
Willingness to obtain basic first aid certificate	E	A
Hold current valid Emergency First Aid at Work certificate	D	A
Experience		
Experience of working in a busy administrative role	E	A / I
Experience of working within a school in HR administrative capacity	D	A / I
HR administration experience	D	A / I
Expert in using computerised administrative systems including Microsoft Office for the production of documents, spreadsheets, databases, emails and research to provide services and promote efficiencies.	E	A/I/T
Communication		
Excellent communication skills delivering professional, polite, courteous, and efficient customer service, in person, by email and by telephone, exchanging information with a range of audiences	E	A/I
Ability to communicate proactively to the Business Manager and Central HR Team and update on progress of tasks		
Excellent interpersonal skills		
Planning and Organisation		
Ability to plan and organise activities within own workload following instruction and considering deadlines.	E	A/I/T
Proactive in your approach to improving processes and introducing effective and efficient systems		
Ability to recognise and prioritise urgent requirements (e.g. Payroll, making sure classes are covered)		
Ability to understand the ebb and flow of the school year		
Forward Thinking		
Demonstrate ability to anticipate impact of future events and plan accordingly	E	A/I
Skills		
Ability to embrace and utilise the latest technology to improve efficiencies.	E	A/I/T
Attention to detail and high levels of accuracy	E	A/I/T
Ability to work at pace	E	A/I/T
Personal		
Excellent attention to detail	E	A/I
Ability to work effectively and supportively as a member of the school team		
Capable of working under pressure and responding quickly to changing demands		



Demonstrate experience of working with confidential material where discretion is paramount		
Ability to understand and follow instructions to ensure successful completion of tasks		
Ability to work independently in line with agreed instructions		
Positive 'can-do' approach to work		
Commitment to safeguarding and promoting the welfare of children		
Ability to travel between schools using own transport	D	A
<p>How Identified Key:</p> <p style="text-align: center;">A = Application I = Interview T = Task</p>		

Please do not include a curriculum vitae.

Candidates who are disabled will be guaranteed an interview if they meet the essential criteria.