



JOB DESCRIPTION

Administrator - People

Severndale Specialist Academy Vision:

Severndale Specialist Academy is a multi-site Academy catering for children with special educational needs in Shropshire. Our children and young people can access Severndale Specialist Academy from Reception through to Sixth Form and have a range of learning difficulties. These include moderate, severe, complex, and profound learning difficulties, those with autism, complex medical conditions, and physical and mobility difficulties. Several of our young people present behavioral difficulties arising from their condition; many have communication difficulties.

What is the purpose of the role:

The Academy is seeking an Administrator to effectively provide people administration including recruitment processes, payroll processes, arranging CPD and co-ordination of the absence management processes.

The successful candidate will be expected to work on their own initiative and can communicate professionally, courteously, and politely with all members of staff at Severndale Academy and all external parties.

Duties and Responsibilities will include:

Administration

- Assisting with the recruitment and selection process including advertisements, drafting interview questions, arranging the interview panel and all pre-employment checks
- Responsible for the maintenance of the Single Central Register
- Ensure all personnel files and records are accurately maintained.
- Responsible for the day-to-day typing of correspondence relating to personnel issues.
- Responsible for the day-to-day running of the personnel data base (SIMS)
- Assisting with the annual School Workforce Census

Staff Absence

- Coordinating and administrating staff cover for sickness absence.
- Provide staffing cover for absent staff undertaking Professional Development training and professional meetings.
- To record and maintain records of staffing cover in line with Academy procedures.



- To record and maintain staffing absence data on SIMS data base.
- To update and complete all return-to-work paperwork relating to staff absence.
- Complete absence reports for payroll to be processed.
- Complete insurance reports detailing staffing absence.

Continual Professional Development

- To coordinate internal and external CPD
- To monitor and evaluate CPD across the Academy
- Provide monthly reports on costs of CPD to the Finance Manager
- Maintain CPD training records.

Administration

- Manage manual and computerised record/information systems.
- Provide clerical support – photocopying, filing, e-mailing, post sorting and distribution.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Undertake word-processing and complex IT based task.
- Provide personal, administrative, and organisational support to other staff.
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc., including those to outside agencies.
- On a rota basis deal with complex reception/visitor/telephone matters
- Provide support to the extended administration team.
- Liaison with all staff, teachers, and trustees daily

Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the academy.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Reporting

- Line Manager: Strategic Business Manager



Benefits of the Post:

- The grade of the post is: Scale 6, Point 18 with a progression scale to Point 22
- The hours of work are: 37 hours per week 7:30am – 3:30pm Monday to Thursday, 7:30am – 3pm on Friday
- Continuous Personal Development
- Local Authority Pension Scheme

The above job description does not define in detail all the duties and responsibilities of the post in question. It may be necessary to re-evaluate areas of responsibility. After due consideration and discussion areas may be amended in consultation with the Executive Principal.