



Star

## **STAR ACADEMIES**

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### **BUSINESS SUPPORT OFFICER: HR & PAYROLL**

#### **JOB DESCRIPTION**

##### **JOB PURPOSE**

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

##### **JOB SUMMARY**

1. Provide support to SLT and the School Business Manager with regards to the administration, resource and business functions of the school.
2. Provide administrative support for all aspects of business services, including, Human Resources, Payroll, Admissions and Attendance.

##### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

###### **1. Human Resource and Payroll Administration**

- 1.1 Support the administrative processes related to the HR function, including recruitment and selection, appointments, pay, resignations, absence and contract changes.
- 1.2 Process personnel and payroll documentation, including appointment, termination and contractual change documentation.
- 1.3 Be responsible for the maintenance of up-to-date staff files in accordance with Trust protocols.
- 1.4 Support with the processing of payroll transactions within the HR and payroll systems of the School, including the leaver process and payroll notifications.
- 1.5 Maintain and update manual and computerised personnel records / management information systems.
- 1.6 Provide recruitment administration to school and assist SLT in the coordination of interview days and the recruitment processes.
- 1.7 Assist in the preparation and processing of all paperwork for new starters including DBS documentation, identity checks, qualification checks, references and referee checks, liaising closely with the School Business Manager.
- 1.8 Assist the Business Manager with updating and maintaining the school's Single Central Record.
- 1.9 Provide a point of contact regarding staff absence and associated record keeping (i.e. Sickness Absence Forms, Special Leave Requests, Family Friendly Leave etc.).
- 1.10 Monitor staff absence, ensure all necessary self- certification forms are completed and liaise with SLT and the School Business Manager on long term sickness absence and absence triggers.

- 1.11 Maintain absence records and ensure that all absence is recorded on the Trust systems.
- 1.12 Efficiently process the administration of paperwork relating to the performance management process and CPD requests by staff.
- 1.13 Support SLT to ensure all Newly Qualified Teachers (NQTs) and Early Career Teachers (ECTs) are registered with the Trust.

## **2. Support Admissions to School**

- 2.1 Support the administration of admission applications (Nursery, Reception and In-Year) and admission appeals including recording data and liaising with other schools ensuring accurate transparent processes and procedures are adhered to at all times.
- 2.2 Liaise with the Trust, Admin Team, Inclusion and Wellbeing Team and teaching staff re: admissions across school.
- 2.3 Maintain records relating to admissions, ensuring they are accessible to members of SLT and the admin team.
- 2.4 Support the Senior Leadership Team by managing the admissions and appeals arrangements.
- 2.5 When required, attend, and represent the school for meetings with external bodies, including the Council, in relation to admissions and appeals.

## **3. Support Pupil Attendance**

- 3.1 Assist the school in meeting its obligations and targets in relation to school attendance, including persistent absence and improving punctuality.
- 3.2 Promote positive attitudes by pupils and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
- 3.3 Support on the effective monitoring of attendance through inputting of daily absence data, preparation of reports for staff and liaising with parents to query and authorise absences.
- 3.4 Support SLT with the collection, collation and distribution of all statistical reports in relation to attendance for the Trust, Leadership Team and Governors.
- 3.5 Support the administration of extended leave of absence requests from parents.
- 3.6 Work with the Trust and Council in cases of prosecution of parents/carers who fail to ensure their child attends school regularly.
- 3.7 Share attendance information on a whole school basis.
- 3.8 Follow Trust and Council procedures in removing non-attending pupils from the school roll.
- 3.9 Provide updates for the school display boards, website and Twitter in relation to attendance, as required.
- 3.10 Undertake training on, utilise and maintain SIMS Attendance modules effectively.
- 3.11 Conduct home visits to follow up on attendance issues with parents and pupils.

#### **4. School Administration**

- 4.1 Provide business administrative support as identified by SLT and the School Business Manager.
- 4.2 Provide cover for reception and administration duties including answering telephone.
- 4.3 Respond to staff, student, parent and other stakeholder queries in a timely and professional manner.
- 4.4 Undertake and follow specified administrative procedures and processes in a professional manner.
- 4.5 Undertake confidential minuting of meetings as required by the school.
- 4.6 Support and assist with school events such as parents evenings, open days etc.
- 4.7 Support the organisation, retention, protection, retrieval, transfer and disposal of school records.
- 4.8 Maintain manual and computerised records using Management Information Systems.
- 4.9 Maintain and oversee management of before and after school clubs/interventions.
- 4.10 Participate in training and professional development opportunities as required to fulfil the role.

#### **5. Other Responsibilities**

- 5.1 Be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
- 5.2 Actively promote the ethos of the school within day-to-day activities, including taking part in lunch and/or break duties.
- 5.3 Act as First Aider as required.
- 5.4 Invigilate examinations as required.
- 5.5 Be aware of and comply with policies relating to safeguarding (including child protection), health and safety, confidentiality and data protection.
- 5.6 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 5.7 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 5.8 Contribute to the wider life of the Trust and the Star community.
- 5.9 Carry out any such duties as may be reasonably required by the Trust.

#### **6. Records Management**

- 6.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

*This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.*



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### PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	5 GCSEs (incl. Maths and English Grade C or above).	<b>E</b>	✓	
2.	Evidence of continuous professional development.	<b>E</b>	✓	✓
3.	Level 3 HR Qualification.	<b>D</b>	✓	
4.	A-Levels or equivalent qualification in school or business administration.	<b>D</b>	✓	
<b>EXPERIENCE</b>				
5.	Experience of working in an administrative setting.	<b>E</b>	✓	✓
6.	Experience of HR Administration.	<b>D</b>	✓	✓
7.	Experience of arranging cover within an educational setting.	<b>D</b>	✓	✓
8.	Experience of using SIMs or other Management Information Systems.	<b>D</b>	✓	✓
9.	Experience of working within an educational / School environment.	<b>D</b>	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
10.	Good literacy / numeracy skills.	<b>E</b>	✓	✓
11.	Effective use of ICT packages.	<b>E</b>	✓	✓
12.	Demonstrate good co-operative, interpersonal and listening	<b>E</b>	✓	✓
13.	Ability to prioritise conflicting demands and manage effectively under pressure.	<b>E</b>	✓	✓
14.	Ability to work flexible hours to meet the demands of the role.	<b>E</b>	✓	✓
15.	Ability to take a problem-solving approach to tasks, and develop well thought through, valid solutions.	<b>E</b>	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
16.	Good knowledge of HR processes and systems.	D	✓	✓
17.	Knowledge of payroll, attendance and admissions processes and systems.	D	✓	✓
18.	Ability to build and maintain effective working relationships with a wide variety of people.	E	✓	✓
19.	Ability to maintain strict confidentiality in all matters.	E	✓	✓
20.	Willingness to keep up to date on relevant policy and procedures in line with the duties identified in the job description and any other educational/academies' developments.	E	✓	✓
21.	Knowledge of schools' systems: SIMS.net.	D	✓	✓
<b>PERSONAL QUALITIES</b>				
22.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
23.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
24.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
25.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
26.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
27.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
28.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓