

## Job Description

### Teachers and Support Staff

<b>Role:</b>	<b>Campus HR Administrator</b>
<b>School:</b>	Beckfoot and Hazelbeck School
<b>Salary/Grade:</b>	Band 5 SCP 5-6
<b>Reporting to:</b>	Cluster Business Manager

### Core Purpose of the Post:

To be responsible for undertaking administrative and organisational processes within the HR department at Beckfoot and Hazelbeck.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.

- Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
- Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment.
- The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### Main Duties and responsibilities:

#### Organisation

- Contribute to the planning, development and organisation of support service systems/ procedures/policies within the HR, Finance and Compliance departments.

#### Administration

- Provide administrative and organisational support.
- Manage manual and computerised record/information systems.
- Undertake typing, minute taking, word-processing and complex IT based tasks.
- Undertake administration of complex procedures.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Complete and submit complex forms, returns etc, including those to outside agencies.

#### Responsibilities

- Comply with and assist with relevant policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- 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.
- To support, uphold and contribute to the development of the School's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, parents/carers, external providers etc.

<ul style="list-style-type: none"> <li>You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out any lifting tasks required of you.</li> <li>Report all concerns to an appropriate person.</li> </ul>	
<b>Supervision and range of decision making:</b>	
To take delegated responsibility in the supervision of trainees, voluntary helpers and visitors to the school with whom the postholder is working.	
<b>Communications and working with others:</b>	
Internal at all levels, external agencies and other professionals relevant to the post.	
<b>Resources:</b>	
Operate relevant equipment/complex ICT packages e.g. SIMS and Carval. Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required. Provide advice and guidance to staff, pupils and others where relevant. Undertake research and obtain information to inform decisions.	
<b>Professional development:</b>	
Engage fully with the school's appraisal / performance management system. To actively participate in continuous professional development.	
<b>Other Considerations:</b>	
To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.  To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff files.  Accept and commit to the principles underlying the Schools Equal Rights policies and practices.  Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.  Must be legally entitled to work in the UK.	
<b>Safeguarding:</b> No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).	
<b>Advanced Threshold Fluency Duty Required:</b> In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can: <ul style="list-style-type: none"> <li>Express themselves fluently and spontaneously at length effortlessly.</li> <li>Explain difficult concepts simply without hindering the natural smooth flow of language.</li> <li>Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school.</li> </ul>	
<b>Notes:</b> This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade and is not a comprehensive list of all the duties and responsibilities of the post. Successful postholders should not refuse to undertake work, which is not specified on this form and the job description may be amended at any time in consultation with the postholder. Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment. The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition	
<b>Date:</b>	Click or tap here to enter text.

<b>Person Specification</b> <b>Teachers and Support Staff</b>			Beckfoot Trust
<b>Role:</b>	<b>HR Admin Assistant</b>		
	<b>Essential Requirements</b>	<b>How Identified</b>	
<b>Qualifications</b>	GCSE English and Maths at a minimum Grade C or equivalent.	<b>Application</b>	
<b>Experience</b>	Relevant experience of working in a HR Office and managing payroll duties Relevant experience of working with Microsoft Excel, Word, PowerPoint and Email / Internet. Experience of using school management databases - SIMs / Carval Experience of working in a school environment would be desirable	<b>Application</b> <b>References</b> <b>Interview</b>	
<b>Training</b>	Commitment to own personal and professional development	<b>Application Interview</b>	
<b>Knowledge, Skills and Ability</b>	Effective use of ICT packages, Microsoft Word, Excel, PowerPoint, email and internet. Effective use of general office equipment, e.g. photocopier, fax etc. Knowledge of school information systems Ability to work constructively as part of a team Ability to remain calm under pressure Demonstrate good co-operative, interpersonal and listening skills Flexibility and willingness to accept change Willingness to share knowledge, expertise and experience Ability to prioritise conflicting demands and pressures Ability to work proactively and independently Maintain confidentiality in matters relating to the school, its pupils, parents and carers Excellent numeracy/literacy skills Ability to use other relevant equipment / technology Ability to use ICT effectively in relation to the post Good organisational skills Ability to use relevant equipment / resources	<b>Application Interview</b>	
<b>Personal Circumstances</b>	Must be legally entitled to work in the UK (Asylum and Immigration Act 1996) Must be suitable to work with children/young people/vulnerable clients/finance Interest in the school's wider role in the community	<b>Application Interview</b>	
<b>Disposition and Attitude</b>	A passion for education and a deep-felt desire to make a difference for children and young people, being particularly empathetic to those who are vulnerable. To like young people and be liked by them. To possess educational vision underpinned by values To operate in line with the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Humility: a recognition that the more you know, the less you know! Not being afraid to say 'I don't know'. Be emotionally intelligent: know when to direct, when to challenge and when not to; be able to inspire, present a positive perspective at all times; be able to listen and show awareness of other's sensitivities; to have personal pride and lead by example.	<b>Application</b> <b>Interview</b> <b>References</b>	

	<p>Be happy to get your hands dirty. Don't ask people to do things you wouldn't do yourself.</p> <p>Understand the importance of work/ life balance.</p> <p>Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism.</p> <p>Desire for significant professional development preparing ultimately for Headship.</p> <p>Critical thinker, Open minded. Evaluative. Imaginative. Visionary.</p> <p>Risk taker; Good oral and written communicator. Look smart and professional.</p>	
<b>Physical</b>	<p>Healthy, Resilient, Energetic</p> <p>Excellent attendance and punctuality.</p> <p>Must be able to cope with the requirements of the post</p>	References Interview
<b>Equality</b>	<p>A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.</p>	Application Interview