

MATRIX ACADEMY TRUST

Headteachers PA and HR Manager

| | |
|------------------|--|
| Arrangement: | 37 hours per week Working Hours: Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm (including a 30 minute lunch) |
| Salary: | Scale Group 10 Spine Points 37-40 |
| Main Purpose: | To provide an efficient and professional PA and HR Support Service to the Headteacher and the school |
| Main Activities: | <ul style="list-style-type: none"> • To undertake full administration duties to the highest level of accuracy, speed and confidentiality. • The preparation of all meetings, events, conferences and all relevant paperwork. • Minute taking as needed. • Liaising with Trustees and Managers as required. • Maintenance of the Headteachers filing systems in both electronic and hard copy and the provision of confidential documents and files as required to support the effective management of the Trust. • To compile and co-ordinate appointments and meetings for the Headteachers diary. • To sort and prioritise all enquiries, screening and direct phone calls to answer queries on behalf of the Headteacher. • Receiving of visitors on behalf of the Headteacher and arrange hospitality. • Assisting the Headteacher to prepare written responses to parental queries, complaints and pupil letters. • Oversee Year 7 and mid-year admissions including: <ul style="list-style-type: none"> ○ Completing all necessary paperwork. ○ Keeping the waiting list up to date. ○ Returning the weekly admissions sheet to the Local Authority. • Arrange admission appeal meetings and accompanying paperwork. • Preparation of paperwork e.g. for Parent Advisory Forums. • Manage all recruitment of staff and employment check as required including producing Offer Letters and Contracts (prior to employment) holding two satisfactory references, DBS checks, right to work checks and all New Starter information. • Manage maternity leave HR process and related risk assessments. • Advise on HR issues including leave of absence, maternity and paternity leave. • Oversee staff sickness records including identifying sickness triggers and if necessary, subsequent Occupational Health referrals. • Ensure that return to work meetings are undertaken by Line Managers in a suitable timeframe. • Manage and oversee that all staff have appropriate induction processes including safeguarding training. • Management of HR Processes within the school, including appointment forms etc. • Line manage the HR Assistant. |

| | |
|--------------------|--|
| | <ul style="list-style-type: none"> • Delegate, arrange and ensure all deadlines are met. • Recording and monitoring of staff absence and timekeeping of school staff including completing a weekly absence document. • Upload all relevant payroll information to Central Office on a monthly basis. • Manage support staff probationary reviews ensuring that these are held within 6 months with line managers. • Support the Headteacher with Performance Management reviews and accompanying paperwork. • To set an example of personal integrity and professionalism. • Attendance at appropriate staff meetings. • To co-ordinate initial HR responses to grievances and disciplinary matters. • To manage and monitor the Single Central Record and arrange checks as appropriate. • Preparation and presentation of all papers in relation to grievance and discipline cases. • Ensure safer recruitment is undertaken at interview and hold all interview and application documentation for at least 6 months. • Complete the workforce census. • Maintenance of employee filing systems and the provision of confidential documents and files as required |
| Additional duties: | <ul style="list-style-type: none"> • To play a full part in the life of the school community and to support its distinctive mission and ethos. • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of, support and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the school and supports its distinction mission • Appreciate and support the role of other professionals. • Participate in training and performance development as required. • Any other duty as deemed appropriate to the post by the Headteacher. |

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: Date:

Postholder Signature: Date:

MATRIX ACADEMY TRUST
Person Specification – Headteachers PA and HR Manager

| Factors | Essential or desirable | Measured by A - application S - selection method I - interview |
|---|------------------------------|---|
| Qualifications | | |
| Adequate level of literacy and numeracy (GCSE grade C or equivalent in English & Maths). | E | A/I/S |
| NVQ3 in Business Administration or equivalent | D | A |
| Experience and Knowledge | | |
| Experience of working within a similar personal assistant role | E | A |
| Knowledge and experience of HR processes including employment checks, staffing matters and interview processes | E | A/I/S |
| Computer and keyboard skills and to be able to operate relevant office equipment and IT packages (Microsoft Office) | E | I |
| Knowledge of Management Information Systems | E | A/I |
| Familiar with office equipment e.g. phone systems, copiers | E | A/I |
| Working within a school or fast paced environment | E | A/I |
| Knowledge of safeguarding processes and procedures within a school or similar environment | E | A/I |
| Knowledge of the Data Protection Act for the appropriate handling, management, storage and disposal of information | E | A/I/S |
| Ability to take accurate meeting minutes | E | A/I/S |
| Practical Skills, Personal Qualities and Behavioural Attributes | | |
| Excellent verbal and written communication skills | E | A/I/S |
| Good time-management and organisational skills | E | I |
| Able to prioritise own workload and multi-task | E | I/S |
| Ability to be a flexible worker due to the different demands of the role | E | I |
| Able to work alone or collaboratively as part of a team | E | I |
| An ability to provide high levels of customer care at all times | E | I |
| Excellent inter-personal skills, with both children and adults | E | I |
| Self-motivated and enthusiastic | E | A/I |
| An open, honest and active listener | E | I |
| An ability to remain calm when under pressure | E | I/S |
| A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service | E | I |
| Ability to handle highly confidential information | E | I |

Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record checks with the Disclosure and Barring Service (DBS).