

# Job Description

**Role:** HR & Admin Assistant

**Grade:** Scale 5 spinal point 12 – 15 (£31,716 - £33,204) To work All Year Round

**Reporting to:** HR & Office Manager

## Purpose of Post

- To support the governors and leadership team in attaining aims and objectives of the school improvement plan in order to secure the best outcomes for pupils.

## Main Duties

- Process on recruitment campaigns throughout the recruitment process from start to finish.
- Compiling and uploading recruitment adverts to relevant recruitment portals.
- Collating applications for shortlisting and organising interviews / selection days including liaison with panel members.
- Collect all ID documents and process all pre-employment checks, DBS, police checks, obtaining references any other pre-employment checks in line with safer recruitment and school protocols.
- Ensure all contracts and salary assessment letters are correct before documents are to staff and to ensure copies are signed and retained on staff HR files.
- Assist with the induction of new starters in accordance with the Induction Policy.
- Liaise with line managers regarding probationary reviews for support staff in accordance with the Probation Policy.

### Payroll

- Collating payroll information for processing by the school's payroll provider, ensuring compliance with procedure, policies and regulations.
- Liaising with new and existing staff, as well as previous employees.

### Administrative

- Create and maintain staff records on SIMS/HR System on a daily basis.
- Create and maintain HR files, ensuring that all necessary documentation is filed and correct in accordance with GDPR and relevant policies, using electronic systems.
- Distribute annual statements of salaries for staff.
- Assist in the maintenance of the Single Central Record and ensure all HR data systems are kept up to date.
- Assist with the Census return and any other staff/pupil related returns and surveys.
- Administer the discretionary leave of absence and sickness absence system including submitting requests for approval, notifying staff of decisions and recording leave taken on SIMS/HR system.
- Keep an accurate record of annual leave for year-round staff: entitlement and leave taken.
- Issue privacy notices to staff and administer photo consents at the beginning of the academic year.
- Process changes to employment contracts and ensure all required documentation is completed and retained on HR files.
- Assist with administration of the annual appraisal cycle as required.
- Provide routine HR support to employees and line managers, responding to questions

about policies and procedures in an efficient manner, referring matters to the HR & Office Manager and/or external HR Advisers as necessary,

- Provide administrative support for HR processes e.g. for disciplinary, grievance, sickness and capability procedures.
- Take notes of minutes at formal meetings.
- Liaise with Occupational Health and process health questionnaires for new starters as per the recruitment process.
- Arrange HR meeting appointments and meetings as and when required.
- Ensure HR matters are conducted in accordance with the Federation's HR Policies. To seek guidance from the Head of HR as and when required.
- Checking the accuracy of the payroll and highlighting any errors to the Finance & Facilities Manager and HR & Office Manager.
- Monitoring staff attendance and compiling relevant reports.
- Ensuring that policies, procedures and protocols are effectively and uniformly followed.
- To produce the weekly newsletter.
- To be responsible for the school website.

### **General**

- To undertake job related training as required.
- To read, understand and adhere to school policies.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and HR matters reporting all concerns to an appropriate person.
- The post holder will be expected to cover for and support other administration staff in order to manage the varying demands and deadlines within the school office. For example, lunchtime cover for reception and when required.
- To carry out other duties, commensurate with the post, necessary for the smooth running of the school as required by the HR & Office Manager.

# Other Duties

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## **Developing Self and Working with Others**

- to attend training sessions and meetings as required;
- to keep up to date with developments and changes in legislation and guidance, and to seek, consider, and act upon professional support and advice as required.

## **Strengthening Community**

- to develop and promote the services of the school to meet the needs of the community;
- support and enable colleagues to flourish and develop in their roles, engendering a cohesive and cooperative approach to best support the ethos and values of the school;
- support and encourage the school's ethos, its objectives, policies and procedures.

### *Contribute to:*

- ensuring regular and effective communication with parents, governors and other key stakeholders in supporting and improving pupils' achievement and personal development;
- developing the school's partnerships with parents, the local community, businesses, other organisations and schools, to enhance and enrich the school and its values to the wider community;
- building a school culture and curriculum that takes account of the richness and diversity of the school's communities;
- promote the concept of lifelong learning and family engagement with learning through partnership.

## **Safeguarding and Promoting the Welfare of Children**

- to support the Senior Leadership team, to ensure a safe and supportive culture in the school;
- to support the Senior Leadership team, to ensure the welfare of children is safeguarded and promoted in line with current best practice and LA advice.

*The main duties and responsibilities indicated are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment). Other duties of an appropriate level and nature may also be required, as directed by the Executive Headteacher and Heads of Schools (Secondary and Primary). Please note that the post holder may be required to work outside of normal school working hours for school events, meetings and emergencies. The job description will be reviewed annually in the light of those changing requirements and in consultation with the post holder and Executive Headteacher.*

## **Data Protection**

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information.

## **Equal Opportunities**

Actively support the School and Borough Equality Policies. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

## **Health and Safety**

Employees are required to work in compliance with the school's health & safety policies and under the Health & Safety at Work Act, ensuring the safety of all parties they come into contact in premises or sites controlled by the school.

## Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Enhanced disclosure from the Disclosure & Barring Service is essential.

# Person Specification

The person specification below outlines the key knowledge, experience, skills and qualities required for this position. Candidates will be expected to demonstrate knowledge and understanding of each area and to show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context. The selection panel will assess each candidate against the essential criteria listed (bold text). Shortlisted candidates will be selected entirely on the extent to which they meet the essential criteria in their application form. Personal Qualities will be assessed through references and interview.

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|-----------------------------|---|
| Qualifications & Experience | <ol style="list-style-type: none"> <li>1. <b>Educated to at least GCSE grade C standard or equivalent in English and maths</b></li> <li>2. CIPD or related HR qualification (or currently studying towards)</li> </ol>  |
| Knowledge & Skills          | <ol style="list-style-type: none"> <li>1. <b>Experience of working in an office environment in an HR admin / clerical role</b></li> <li>2. <b>Good IT skills especially Microsoft Office Word, Excel and Outlook</b></li> <li>3. <b>Experience of note taking of minutes at formal meetings</b></li> <li>4. <b>Ability to communicate effectively verbally and in writing</b></li> <li>5. <b>Excellent attention to detail</b></li> <li>6. <b>Well organised, methodical and accurate</b></li> <li>7. <b>Ability to work independently and as part of a team</b></li> <li>8. <b>Capable of prioritising workload and use initiative where appropriate</b></li> <li>9. <b>Good customer care skills when dealing with applicants, new starters and existing staff</b></li> <li>10. <b>Ability to interact positively with colleagues, both current and prospective and be helpful and patient</b></li> <li>11. <b>A respect for the need for confidentiality and discretion</b></li> <li>12. <b>A flexible, “can do” approach with the ability to show initiative in a range of situations</b></li> <li>13. <b>Committed to the principles and practice of equal opportunities</b></li> <li>14. <b>Ability to learn new IT software packages, training will be given if necessary</b></li> <li>15. Previous experience in a similar role working in an educational setting</li> <li>16. Experience of SIMS</li> <li>17. Experience of using HR systems</li> <li>18. Knowledge of educational issues</li> <li>19. Knowledge of HR issues including safer recruitment</li> </ol> |
| *Personal Qualities         | <ol style="list-style-type: none"> <li>1. <b>Resilient, Proactive, flexible and adaptable.</b></li> <li>2. <b>Punctual and conscientious.</b></li> <li>3. <b>Ability to show initiative and prioritise one’s own work and that of others even when under pressure.</b></li> <li>4. <b>Able to follow direction and work in collaboration with Executive Headteacher and Heads of Schools.</b></li> <li>5. <b>Excellent interpersonal and communication skills (written and verbal)</b></li> <li>6. <b>Able to work flexibly to support others and respond to unplanned situations.</b></li> <li>7. <b>Excellent attendance and punctuality.</b></li> <li>8. <b>Able to attend evening meetings as required.</b></li> <li>9. <b>Desire to enhance and develop skills and knowledge through CPD.</b></li> <li>10. <b>Commitment to the highest standards of child protection and safeguarding.</b></li> <li>11. <b>Recognition of the importance of personal responsibility for health and safety.</b></li> <li>12. <b>Commitment to the school’s ethos, aims and its whole community.</b></li> </ol>   |