Support Staff - Job Description

|  |
| --- |
| **Department:** Support  **Title of Post: HR Administrator (**Permanent)  **Renumeration:** £30,296 – £33,024 FTE  Pro rata £25, 984 - £28, 324 (commensurate on experience)  **Responsible to:** Deputy Headteacher/ HR Manager  **Hours**: 37 hours per week, 39 weeks per year term time including 5 training days.  Monday – Thursday 07:00-15:00 Friday 07:00-14:30 (Includes 30 minutes unpaid lunch/breaks)  The HR Administrator may not take paid holiday during School term-time. |

|  |
| --- |
| **DESCRIPTION OF THE ROLE** |
| * Working with Line Manager (ii), responsible for organising cover requirements and rooming changes on a daily basis and communicating information to Cover Supervisor and School Staff. * Working with HR Manager to assist with HR administrative tasks |

|  |
| --- |
| **SPECIFIC AIMS AND KEY RESPONSIBILITIES** |
| **Organisation of Teacher Lesson Cover**   * Organise cover for staff absence (planned and unplanned) on a daily basis including room changes as required. * Communicate staff absence and cover plan to LT in a timely manner (before 0800) and advise LT of any problems as quickly as possible. * Communicate daily cover plan to Cover Supervisor in a timely manner ensuring that cover work is readily available and handed over, where possible via email. * Inform teaching staff of any room changes in a timely manner. * Develop a good professional ongoing working relationship with suitable supply agencies. * Contact supply agencies to organise supply teaching staff to cover staff absence and ensure that an up-to-date record of their DBS checks is kept for safeguarding purposes * Source long-term supply cover for long-term sickness and paternity leave * Ensure that an up-to-date list of Supply Staff usage is kept in an Excel Spreadsheet, which includes their name, agency, days in school, reason and cost * Ensuring that timesheets are completed in good time so that invoices for all Supply Staff can be signed off and sent to Finance before payment deadlines. * Communicate with staff who are leading a School Trip regarding their cover costs and how many staff are going on the trip, so that accurate and cost-effective cover plans can be made. * When teachers are required for cover (during their Directable Time periods), ensure that notification is sent to staff before 0815 if possible, with details of the lesson and cover work if available. Keep an up-to-date record of who has been used for cover. * Creating collapsed timetables when large groups of students are out of School due to a trip or internal event, and ensuring that staff are informed in a timely manner regarding which lessons will be taking place. Distributing the timetable via Student Notices to students. * Allocate staff to the inclusion room when the Academic Administrator is unavailable * Liaise with staff to cover for support colleagues as and when required   **Absence**   * Maintain SIMS record and up to date spreadsheet of all staff absence. * Maintain and produce records of monthly staff absence for payroll by first working day of the month. * Monitor staff absence levels by identifying and reporting patterns of absence to the HR Manager. * Provide absence reports when required   **Other Tasks**  Other tasks as directed by LT/HR Manager to include but is not limited to:   * Supporting the HR Manager with HR admin tasks as and when required which may include tasks such as: * Compiling a daily staff notice email * Supporting internal and external inquiries and requests related to the HR department * Supporting the compilation and maintenance of paper, digital and electronic employee records, including holiday and sickness leaves * Entering employee data into computer database * Overseeing HR events and meetings and coordinating management-employee communications * Management of Room Booking System, including setting up new staff with a username and password, and solving any queries that staff members may have * Assist with the creation of the Year 11 revision timetable for the GCSE exam period.   Any other task(s) deemed reasonable by the Headteacher. |

|  |
| --- |
| **MANAGEMENT OF PEOPLE** |
| Dual Line Management of Cover Supervisors (to be shared with the Deputy Headteacher) |
| **SUPERVISION OF PEOPLE** |
| Supervision and direction of external agency cover staff |
| **CREATIVITY AND INNOVATION** |
| Ability to solve problems associated with covering staff absence and complications arising from room changes. |

|  |
| --- |
| **CONTACTS AND RELATIONSHIPS** |
| Regular contact with   * Cover Supervisors * Supply Agencies and Supply Staff * Leadership Team * Teaching staff * Non-teaching staff * Members of the local community |
| **DECISIONS** |
| **Discretion:**  - Maintaining confidentiality regarding all staffing matters  **Consequences:**   * Inadequate cover plan will result in students being unsupervised in a lesson without cover work, which would affect student progress. * Reputation damage due to confidentiality breaches |

|  |
| --- |
| **RESOURCES** |
| General office equipment needed to carry out tasks, such as PC, laptop, phone and printer |

|  |
| --- |
| **WORK ENVIRONMENT** |
| **Work Demands**  Work associated with large number of staff and fixed deadlines throughout the course of the academic year.  The ability to cope with and react to last minute notification of staff absence.  The ability to organise several projects simultaneously. |
| **Physical Demands**  There may be prolonged periods of working on a computer. |
| **Working Conditions**  Well-lit/ventilated office environment. |
| **Work Context**  Possibility of upset and conflict from members of the teaching staff (for example, regarding Directable Time usage for cover). |

|  |
| --- |
| **GENERAL** |
| **Job Evaluation -** This job description has been compiled to allow the job to be evaluated using the GLPC job evaluation scheme.  **Other Duties -** The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.  **Equal Opportunities -** The post holder is required to carry out the duties in accordance with Bourne Grammar School’s Equal Opportunities policies.  **Health and Safety -** The post holder is required to carry out the duties in accordance with the Bourne Grammar School’s Health and Safety policies and procedures.  **Safeguarding - All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.** |

**Person Specification – HR Administrator**

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Qualifications | * Minimum of 5 GCSEs at Grade C or above including English and Maths | * CIPD Level 3 |
| Professional and Relevant Experience | * Experience of working in a school and/or office environment. * Proven experience of working under pressure and to deadlines. * Experience of working in a team environment as well as on own initiative | * Previous experience of working in a similar role within a school or similar educational establishment is not a requirement of the role but may be an advantage * Proactive approach to supporting all staff and students. * Knowledge of the process of arranging cover for lessons in the absence of a teacher. * SIMS |
| Skills and Knowledge | * Ability to work independently, demonstrating initiative. * Be skilled in the use of a variety of IT systems such as Microsoft Office software including word processing, excel and Outlook. * Excellent organisational skills * Excellent inter-personal skills, with an ability to build positive relationships * Receptive to new ideas, approaches and challenges. * An ability to communicate effectively with colleagues. * Skilled in time management and the ability to work flexibly. * Excellent | * Knowledge of the main aspects of the organisation of secondary schools. * Experience of using Excel. |
| Personal qualities | * Honesty and Integrity * Ability to work effectively as part of a team * Flexible, highly organised and able to multi-task and prioritise work to meet deadlines * Genuine passion and a belief in the potential of every member of the school community * Helpful, approachable and positive nature * Enthusiasm, energy, resourcefulness, creativity * Stamina, resilience, a sense of balance, humour | * Ability to find creative and innovative solutions to solve problems |
| Additional Requirements | * Commitment to and understanding of the safeguarding requirements for children and young people * Satisfactory Enhanced DBS check * Demonstration of a commitment to the school vision, aims and ethos |  |