

POST: HR & School Visits Administrator

REPORT TO: Finance and HR Manager

CONTRACT INFORMATION:

- **Salary: Grade 13 = £23,893 - £25,979 pro rata (£16,593 - £18,038 actual)**
- **Term time + 5 days**
- **Up to 30 hours a week. Specific working pattern by negotiation.**

Main Purpose of Job:

Work closely with the Finance and HR Manager, and School Business Manager to provide an administrative service to support the management of HR and school visits, to support the delivery of education for all students. Will take specific responsibility for day-to-day HR Admin and School Visit processes within the school, ensuring that the school is working to the latest school policy and practice guidance.

Main Responsibilities and Duties:

HR Related:

- Carries out recruitment administration on behalf of the school. This will include: being the contact point for all applicants, preparing documents for the shortlisting process, inviting candidates to interview, seeking references, creating the interview programme for the approval of hiring Managers, co-ordinating arrangements on the day of interview, carrying out online presence checks, and pulling final documents together following interview to create staff files.
- Carries out administration for the new staff induction process. This includes preparing and sending out welcome packs prior to new staff.
- Maintain Probation Records for new staff, sending reminders to Reporting Officers and ensuring all Probationary reviews are completed to the timeline set.
- Involved in the recording of staff absence, working with the HR Manager to ensure that reporting is accurate and that the Staff Attendance Policy is followed across all areas of the school.
- Produce Absence Reports for SLT and organise absence meetings where required.
- Maintain employee records, including the maintenance/regular update of Job descriptions
- Support the HR Manager with the administration of payroll when required.

Trips Related:

- Act as the school's main Educational Visits Co-ordinator (training provided).
- Work closely with trip leaders to ensure school visits are carefully planned and organised and approved, in accordance with all school policies and external regulations.
- Liaise with Health and Safety professionals to ensure all external visits have approval at the appropriate level.

- Keep up to date with the latest regulations and procedures on school trips and visits.
- Record visit details and produce risk assessments in conjunction with trip leaders on European Education Consultants (EEC) on-line site.
- Co-ordinate final paperwork for the Head to sign.
- Ensure all relevant staff have trip packs in advance of a school trip taking place and that the Attendance Officer is aware of the trip and has a record of the attendees.
- Maintain records of all trips to ensure data for the number of trips and make up of students is accurate for Returns.
- Any other task commensurate with this position.

Facts and Figures:

Robert Blake School is an 11-16 Secondary School with approximately 1076 students, 130 staff, and a rapidly rising role. The school will expand to 1200 students over the course of the next few years.

Annual budget of approximately £8m.

SUPPORT PROCESSES

Problem Solving and Creativity:

Dealing with tight deadlines, reacting to a variety of requests and frequent interruptions to work, which may result in changing priorities.

Required to be highly organised, and able to use initiative in determining the best way to present certain information. Interprets information and advises on the best course of action.

Decision Making:

Works within statutory legislation, SCC guidance, and school policies and procedures. Answers routine queries directly, referring more complex decisions to the Finance & HR Manager or the Business Manager.

Works to deadlines and other reporting requirements.

Makes recommendations for development and courses of action to the Finance and HR Manager.

Physical Effort and Working Conditions:

Normal school office working environment with frequent and prolonged use of ICT.

Contacts and Relationships:

Able to maintain positive, purposeful relationships with students, staff, and stakeholders of Robert Blake School at all times. Daily contact possible with a number of school staff to advise, direct, and influence courses of action.

Regular contact with Somerset County Council and outside agencies.

Regular meetings with Finance and HR Manager to support all responsibilities.

Knowledge, Skills and Experience:

Broad knowledge and experience of financial, personnel, and office systems.

Personal attributes to include good communication skills, flexibility, ability to use own initiative, accuracy, ability to prioritise workload, ability to work as part of a team, be organised, reliable, tactful and maintain confidentiality at all times.

Word processing skills with school or office background. A willingness to learn new skills. An understanding of Arbor/iTrent software an advantage although training would be provided.

A minimum qualification of 5 GCSEs (A* - C) or above or equivalent. Further qualifications preferred, but qualification by experience acceptable.