

STEVENAGE EDUCATION SUPPORT CENTRE

HR ASSISTANT & SLT SUPPORT

Main Areas of Responsibility

- To support the School Business Manager in delivering an efficient and effective HR function to the whole centre.
- To provide support to the Executive Headteacher and Senior Leadership Team (SLT)

HR Duties

- Work with SLT to recruit staff at all levels and support continued professional development across the school
- Monitor staff attendance, and provide support for return to work interviews and staff hearings, including minute taking
- Provide support for SLT in strategies relating to HR and school administration, including reviewing and maintaining HR policies
- Ensure effective maintenance of personnel records, including the administration of staff contract changes, recruitment and selection processes, including advertising vacant posts and liaising with supply agencies
- Arrange for staff induction and training, including safeguarding, prevent and FGM training
- Ensure appropriate record management to support compliance with data protection and freedom of information requests and enable management information reporting to SLT and governors and compiling with local authority/statutory returns/workforce census and the single central record
- Provide assistance and support to staff regarding pay related queries
- Carry out other duties commensurate with this post

SLT Support Duties:

- To provide administration and organisational support to SLT on a day-to-day basis
- To provide high quality administrative support for reports, letters and paperwork, or other such documentation ensuring deadlines are met and communication is timely
- To work proactively with members of SLT when preparing for external visits, reviews or other activities of a strategic nature for the school
- To deal with requests from students, parents and carers, and staff as required in an efficient and timely manner
- To manage the Executive Headteachers email account and deal with these appropriately
- To support the Performance Management Review process
- To attend and minute relevant meetings
- To maintain confidentiality at all times
- To co-operate with other colleagues to ensure a sharing and effective usage of resources to the benefit of the school and the students
- Fulfil the responsibilities of this post responding flexibly, positively and successfully to the school's ongoing needs

General Administrative Duties:

- General Reception Duties to include answering the telephone and receiving visitors
- Typing letters / reports
- Filing pupil and centre documents
- Reprographics
- Telephoning pupils parents / carers

- To be courteous to colleagues and students, and provide a welcoming environment to visitors and telephone callers

Undertaking such other duties as may be required, commensurate with the post when requested by the Senior Leadership Team.

The duties and responsibilities listed above describe the post at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary and may be reviewed annually as part of the PMR process.

Person Specification

Desirable/ Essential	Personal Quality
E	Knowledge of HR
E	Good keyboard skills, including word processing, mail merge, database and spreadsheet skills
E	Knowledge and experience of a Microsoft Office and email applications.
D	Experience of SIMS software
E	Experience of working at a secretarial / administrator level in an education or busy office environment
E	A good standard of education, including 'O' Level / GCSE or equivalent in English and Maths.
E	Ability to work as an integral member of a team, supporting staff and sharing expertise
E	Excellent communication and organisational skills
E	Ability to maintain confidentiality
E	Ability to work under pressure and to show initiative
E	Ability to interact appropriately with pupils and parents

The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory Disclosure and Barring Service (DBS) check.