



Hr and Finance Administration Assistant **Job Description and Person Specification**

Salary

**Hay 6. Point 9 salary £31,884 (pro rata salary £28,774) Term Time plus 3 weeks
8.30am to 4.30pm**

The following list is not exhaustive, but serves as an indication of what the role encompasses. The job may evolve as the management needs of the Trust change.

Administration (Human Resources)

- Support the HR Manager with all aspects of school HR policies, systems and procedures.
- Support the HR Manger to coordinate recruitment and selection processes including liaison with external advertising agencies, coordinating short-listing, interview and appointment processes ensuring Safer Recruitment practices are adhered to.
- Assist the HR Manager in processing new appointments and changes to existing employment contracts using established templates and pro formas, including issuing of offers of employment.
- Keep up to date and accurate attendance records for all staff, ensuring return to work meetings are completed by the relevant personnel following all staff absences, prepare data and arrange meetings in line with the Trust's absence management procedure.
- Organise and minute take at meetings, providing confidential administrative support to the HR Manager.
- Deal with day to day enquiries on HR.
- Assist the HR Manager to process Disclosure and Barring Services checks, including staff checks and checks on volunteers and visitors to the Trust.
- Organise and maintain effective filing systems, both paper and electronic, maintain the staff HR system (SAM People) alongside electronic staff files.
- Assist the HR Manager in maintaining the Single Central Record.
- Preparation and maintenance of statistical returns/databases/records to support the senior leadership team.
- Authorise weekly supply staff agency time sheets.
- Undertake other reasonable HR duties as they develop and arise.

Administration (Finance)

- Support the Finance Manager with all aspects of school Finance policies, systems and procedures
- Undertake a range of routine financial administration tasks.
- Assist with all aspects of the ordering process under direction of the finance manager
- Liaise with suppliers where necessary, i.e. regarding outstanding payments or invoices, checking suppliers' statements etc.
- Filing of all BACS payments under the direction of the Finance Manager

- Input data onto the computerised accounts system under the direction of the Finance Manager, e.g. purchase invoices, Direct Debit and Charge Card transactions, ParentPay transactions and other income.
- Undertake all aspects of our ParentPay administration including liaison with staff and families
- Counting of any monies received i.e. charity events.
- Ensure that all financial systems and procedures are consistently adhered to, as instructed by the Finance Manager, in accordance with statutory financial regulations, audit reports and DfE requirements
- In liaison with the Finance Manager, support with the administration of the monthly payroll in accordance with the agreed procedures
- Coordinate pupil premium, bursary and free school meals allocations and reporting
- To comply and assist with the development of procedures relating to financial processes

Other

- Commitment to completing relevant training in HR and Finance, including accredited programmes
- Coordinate governance procedures and processes with senior leaders and the central services team
- Coordinate management of the school website
- Successful applicants will be required to work at any of the sites across the trust and to travel to different sites within a working day
- Commitment to the trust ethos and values

PERSON SPECIFICATION

| | Essential | Desirable ✓ |
|--|-----------|----------------|
| Qualifications & Training | | |
| Grade C or above in English and Mathematics GCSE or equivalent/relevant experience | | ✓ |
| Experience, Skills and Knowledge | | |
| Successful experience in HR and / or finance support | ✓ | |
| Excellent ICT skills and the ability to effectively use databases | ✓ | |
| Ability to communicate positively with internal and external stakeholders | ✓ | |
| Excellent written and spoken communication skills | ✓ | |
| Ability to prioritise and manage own work effectively | ✓ | |
| Experience of working in an education setting | | ✓ |

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| Experience of processing confidential information | ✓ | |
| Understanding of GDPR requirements | ✓ | |
| High level of organisational ability | ✓ | |
| Experience in website coordination / management | | ✓ |
| Experience in school governance systems | | ✓ |
| | | |
| Personal Attributes | | |
| Ability to work as part of a team and to develop and maintain positive relationships with staff | ✓ | |
| Ability to use own initiative to work flexibly and respond positively to a range of situations | ✓ | |
| Good interpersonal skills | ✓ | |
| Reliable, responsible and conscientious | ✓ | |
| A 'can do' approach and positive attitude to innovation and change | ✓ | |
| Safeguard and promote welfare of children and young people and follow school policies and staff code of conduct | ✓ | |
| Other | | |
| Enhanced DBS check carried out on appointment | ✓ | |
| Any other duties within the remit of the post as may be required | ✓ | |

