



Job Description

HR Officer/PA to Headteacher

Purpose	To provide a comprehensive and professional HR service at school level, within the Wessex Learning Trust. This includes operational HR support, recruitment, ensuring compliance with employment legislation and Trust policies. To provide a confidential/administrative support service to the Headteacher. To carry out duties in a professional manner and in accordance with the Academy and Trust policies. To ensure the Academy has an effective publicity/communications strategy with students, parents, staff and community, which raises the profile of Kings Academy both internally and externally, reaching out to the local community and wider surrounding areas.
Reporting to	Headteacher/Operations Manager
Salary	Grade 11

Key Responsibilities	HR Officer • To monitor the Recruitment email inbox, responding to queries and assigning actions as appropriate • Lead the end-to-end recruitment process of all school-based roles, in line with policies and procedures on safer recruitment and selection. Draft job descriptions, person specifications and adverts, ensuring they are well-written, engaging and following brand guidelines • Coordinate interview schedules, shortlisting and candidate communications • Process employment reference requests for all staff when requested • Ensure all pre-employment checks are completed and accurately recorded and compliant with Keeping Children Safe in Education (KCSiE) and safer recruitment policies • To be responsible for the preparation and issue of appropriate contractual documentation in relation to appointments, terminations and variations of employment including accurate and timely notification to payroll as appropriate • To ensure the probationary process is robust and managed through line managers, ensure that reviews are carried out in a timely manner and the necessary paperwork completed. Confirm in writing successful and extended probations • To be responsible for the maintenance of all paper and electronic personnel records in relation to variations of employment • To provide administrative support as and when required to support investigations, hearings etc • Ensuring resignations are acknowledged and processed correctly • To oversee the exit interview administration processes • Ensuring Occupational Health clearance is achieved, and that the line manager is informed of any required adjustments • To provide the Operations Manager with administrative support when processing occupational health referrals
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PA to Headteacher

- Provide effective administrative support for all aspects of the work of the Headteacher, ensuring the highest quality presentation of all documents. These documents would include emails, briefing papers, reports, presentations, agendas and minutes
- Coordinate the Headteacher's diary, making decisions around priorities and ensuring the Headteacher is suitably briefed
- Manage verbal, electronic and written communications on behalf of, and in conjunction with, the Headteacher. Establishing and maintaining good professional relationships
- To support and facilitate pro-active thinking and guidance for the Headteacher
- Maintain organised and accurate records in efficient files and online systems
- Support the Headteacher to manage their workload, advising on priorities where appropriate
- Prepare the Headteacher for meetings by assembling reports and relevant documents
- Complete desktop research for the Headteacher, analysing findings and providing summaries for the Headteacher
- Develop knowledge of whole Academy processes, plans and objectives as well as inspection criteria and judgements, in order to support and advise the Headteacher and staff
- To maintain the complaints register and produce reports as required
- To maintain the policy register ensuring that policies are reviewed and approved by the Local Partnership Board/Trust
- To proactively manage SLT diaries
- To support individual SLT members as required on whole school events and projects throughout the year. These include Subject Evenings, Open Evenings, MAT programme, Careers Events and ensuring data sets are accurate at the start of the academic year
- To minute formal meetings such as internal SLT meetings, student disciplinary hearings and appeal meetings as appropriate
- To attend leadership briefings to have an awareness of current issues and be the first point of contact for staff, parents, local partners, and other stakeholders looking to speak with the Headteacher
- To contribute to the good order and running of the school by doing any other task deemed reasonable by the Headteacher and commensurate with the grade

Marketing, PR and Communications

- Generate positive media coverage by writing press releases, taking photographs and editing for website and other publications
- Design, develop and initiate new ways to promote the Academy through various media outlets to attract staff and students to join the thriving environment of Kings Academy
- Maintain and develop specific areas of the Academy website, routinely checking the content, adding, updating, changing and removing out-of-date information when required
- Assist in implementing the marketing strategy for the Academy, designing and writing marketing material (invitations, adverts, flyers etc.)
- To support marketing activities designed to increase the Academy's visibility in the media
- To manage and update school social media accounts including Facebook and Instagram

Additional Responsibilities

- Exceptional levels of integrity, discretion, honesty and reliability
- Conscientious and hardworking and ability to work as part of a team
- Excellent timekeeping and attendance
- Ability to work under pressure, prioritising workloads to meet deadlines, in a situation often with frequent interruptions
- Flexibility, on occasions and within reason, in approach to working hours
- High level of competency in Microsoft applications. (Office 365, Word, Excel, PowerPoint)
- Strong initiative with problem-solving and strategic thinking skills
- Ability to communicate and relate well to young people, accepting all members of our community have a role to play in the wider education of our students
- Interpret Headteacher's comments into draft written correspondence to be sent to relevant stakeholders
- Develop written communication that is professional and upholds the Academy's vision and value
- Proof-read outgoing communication to ensure it is of the highest standard

The Trust recognises that the following skills are required for this post:

Relating to others

- Impact and influence: the ability and the drive to produce positive outcomes by impressing and influencing others
- Team working: the ability to work with others to achieve shared goals
- Understanding others: the drive and ability to understand others, and why they behave like they do

Developing people

- Encourage staff to work together and share expertise within and across teams

Reflecting

- Reflect on personal and professional development
- Use feedback from all levels of the Trust to help improve the way you work
- Be aware of your own skills of self-management as regards time and prioritising workload

Inspiring

- Be able to inspire staff and pupils with the highest standards and expectations
- To ensure the aims, priorities and policies of the Academy and Trust are adhered to
- Act as a positive representative and advocate of the Academy and its students in all circumstances and at all times
- Assisting with the supervision of students out of lesson times, including before and after school and at lunchtimes, as required
- Undertake additional duties commensurate with the grade as directed by your line manager
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation
- Be courteous to colleagues and provide a welcoming environment to visitors both in person and on the telephone and maintain a professional standard of demeanour and dress
- Attend relevant meetings, participate in training and other learning activities and performance development, as required
- Take on additional responsibilities, as required by the Headteacher and the Executive Leadership Team of the Wessex Learning Trust

	The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the Child Protection and Safeguarding Policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern, the Trust's Child Protection Procedures will be followed alongside implementation of the Trust's disciplinary procedures. This post will require online checks to be undertaken and an enhanced DBS check, as well as medical clearance.
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This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified.

The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.

Signature (Employee):	
Date:	
Signature (Line Manager):	
Date:	