

Job Description

Post: PA and HR Administrator

Purpose

To challenge educational and social disadvantage by providing administrative and HR support to the Principal and senior leadership team within the academy in order to achieve the highest possible standards and preparing all our students to lead successful lives.

Duties and Responsibilities

- Provide administrative support to the Principal and senior leadership team to maximise students' progress and ensure all stakeholders receive first class customer service.
- Manage the Principal's diary effectively.
- Schedule meetings; prepare and circulate agendas and other relevant documentation/ resources within agreed time scales; attend and minute meetings as requested by the Principal; produce and circulate minutes within agreed timescales; and support the completion of actions as appropriate.
- Welcome the Principal's visitors to the academy and ensure all feel valued.
- Construct and proof any correspondence from the Principal to a wide range of stakeholders.
- Support the production and review of academy documents.
- Filter communications, including phone calls to the Principal, and coordinate appropriate responses to as many as possible.
- Coordinate any concerns or complaints raised to ensure they are dealt with informally, where possible.
- Coordinate events held at the academy to ensure visitors experience first class customer service.
- Co-ordinate HR administration.
- Maintain the single central record and employee personnel records.
- Maintain the central MIS (iTrent / Smartlog) by working with the HR function of the Trust.
- Manage staff sickness absence in a fair and consistent way.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Participate in the academy coaching process.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.