

Job Description

Job title: People Administrator
Reports to: Office Manager
Location: Milestone Academy

Job Summary

Providing an effective administration of absence management within the academy. To ensure that any staff absences are covered and communicated to management in a timely manner.

Main Duties

- Manage the absence line for staffing calling in sick
- Update the academy's absence spreadsheet – with daily absence calls, booked LOA, available Relief TA's for the day, long term sick leave and those staff self-isolating
- Check the availability and arrange, in liaison with the Vice Principal, relief staff to cover absences
- Arrange agency staff in advance, where appropriate, and at short notice if relief staff are not available
- Allocating agency and relief staff, in consultation with SLT, to appropriate classes
- Authorise timesheets and invoices for agency staff (TA's only)
- Collect relief staff timesheets, reviewing them, authorising them and submitting them to Finance on a monthly basis
- Collate leave of absence forms, updating the absence spreadsheet and ensuring that they have been authorised by both the line manager and Assistant Principal. Submitting them to the Principal for authorising and ensuring they are recorded accurately
- Update all absences from the previous week on the absence sheet
- Attend the weekly personnel meeting updating SLT on those staff that have been off sick during the week, those that remain off sick and the number of relief and agency staff currently on site.
- Update the personnel meeting spreadsheet
- Liaise with the Office Manager regarding the preparation of interview packs for panel members
- Keep track of absences informing the academy's absence lead of staff that have hit the Trust's absence review points
- Preparing and supporting the Absence lead for all absence related meetings including preparing letters and liaising with Office manager regarding booking meetings in the diary
- Gather numbers for daily and weekly DfE reporting on absences
- Provide support and guidance, in liaison with SLT, as and when needed to all new starters during the induction process
- Organise return to work interview meetings with staff members of staff
- Monitor probation periods ensuring timeframes are adhered to

- Send out welcome letters and induction packs to all new starters
- Provide basic advice on any contract / HR issues
- Complete all documentation on starters, leavers and contractual changes

Academy Ethos

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- Support the Academy in meeting its legal requirements for worship
- Promote actively the Academy's corporate policies
- Comply with the Academy's health and safety policy and undertake risk assessments as appropriate

Key Requirements

- Have good interpersonal and communication skills, both orally and in writing.
- To adhere to GDPR regulations and to ensure confidentiality at all times given the nature of this role
- Excellent organisational and planning skills with outstanding attention to detail
- Computer literacy in usual office applications including Word and Excel
- Ability to be proactive and work on own initiative
- Committed and enthusiastic
- Excellent attendance and time-keeping record
- Have the ability to work as a flexible member of a team
- Ability to be proactive and work on own initiative.
- Willing to contribute to the overall development of the school in a positive and committed way. Committed to the professional development of themselves and others within the team.
- Previous HR experience would be an advantage

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.