



### **Job Description and Person Specification - People Administrator**

<b>School:</b>	Wardle Academy
<b>Section:</b>	Associate Staff
<b>Location:</b>	Birch Road, Wardle, OL12 9RD
<b>Job Title:</b>	People Administrator
<b>Scale:</b>	Grade 4 (SCP) 7-11 (currently £25,584- £27,269 FTE per annum)
<b>Actual Salary</b>	£22,766.38- £24,265.81
<b>Accountable to:</b>	Headteacher and Operations Manager
<b>Hours:</b>	36.25 hrs per week; Term Time only, plus two weeks.
<b>Accountable for:</b>	N/A
<b>Special Conditions of Service:</b>	All posts require enhanced DBS clearance prior to appointment The Postholder may be required to attend evening and weekend meetings

#### **PURPOSE AND OBJECTIVES OF THE ROLE**

Working with the Operations Manager and the Director of People, The People Administrator is a high profile role and a key point of contact within the school. Providing administrative support, in particular concentrating on recruitment activity, maintaining and updating People records and assisting with the administration for Disclosure and Barring checks. All to be delivered to the highest standards of accuracy, confidentiality, timeliness, attention to detail and customer service

- To assist in the provision of an effective, flexible and responsive People/operational administrative service for the school, in collaboration with the wider People Team
- To maintain employee records on personnel files, the People software system & payroll system, throughout the employee lifecycle, from recruitment and new starter admin, to leavers.
- Supporting employees, colleagues and management with People & Payroll queries and deal courteously and efficiently with staff who require support



- To provide administrative support for interviews, hearings and meetings, including arranging diaries, facilities, ensuring packs are available as required, corresponding with relevant parties, taking minutes and providing documents as required, all in line with relevant policies
- Ensure the effective onboarding of all new starters via the Trust and school induction process and assist managers with the completion of probation periods for all support staff
- To operate the Arbor Personnel System, processing all employee lifecycle events including contractual changes & absences including liaison with payroll, the Director of People and Operations Manager.
- Prepare various People Letters, including those relating to contractual changes; leave requests; leavers; employee relations matters; flexible working arrangements & those relating to parental type leaves.
- Liaise with Occupational Health for the provision of any new starter or existing employee advice.
- Engage actively in the annual review process for Associate staff and on behalf of the Headteacher keep up to date records of Appraisal Documents for Teaching & Associate staff in liaison with Deputy Headteacher, Operations Manager & Director of People.
- Keep up-to-date the School's Single Central Record (as directed by the Director of People) in accordance with the Keeping Children Safe in Education and Trust policy and procedure
- Provide general administrative support to the Operations Manager & Headteacher.

### Organisational Chart:

Headteacher	
Operations Manager	Director of People
<b><i>People Administrator</i></b>	

### Relationships

Internal:

1. School staff.
2. Senior managers.
3. Governors.
4. Volunteers.
5. Pupils.
6. Users of the school.

External:

1. Parents/carers.
2. Staff in other Trust schools and within the wider LA.
3. Suppliers of equipment and services.



## **Control of Resources**

### **Personnel**

To be responsible for the direction, support and motivation of self and any staff under postholder's control.

### **Financial**

To work in accordance with Financial Regulations and procedures of the School.

### **Safeguarding**

Fulfil responsibilities and obligations in relation to the safeguarding of staff and learners.

### **Assets/Equipment/Materials**

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

### **Health/Safety/Welfare**

To promote staff well-being and be responsible for the safety and welfare of self, colleagues and learners in accordance with the Health and Safety Policies of Watergrove Trust.

### **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with Watergrove Trust's Appraisal Framework.

### **Values & Behaviours**

Our mission is to be ever **"Providing more"** to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependency within which we will always:

- Coach
- Challenge
- Innovate

Watergrove Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

### **Responsibilities**

The postholder must:

1. Perform his/her duties in accordance with the Equal Opportunities Policy.
2. Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.



## **Policy and Procedure**

- Ensure any People policy and procedure updates communicated by the Trust are applied into the School effectively and efficiently, as directed.
- Keep up-to-date the School's Single Central Record (as directed by the Trust's Director of People) in accordance with the Keeping Children Safe in Education and Trust policy and procedure
- Complete People checklists / procedures in accordance with the Trust's policies and procedures

## **Recruitment & Contractual Administration**

- Provide administrative support during staff recruitment, placing adverts internally and externally, preparing and circulating information to applicants, issuing reference requests and supporting with the facilitation of assessment days
- To support the Operations Manager, or nominated person, in ensuring that the procedures associated with the recruitment of staff are followed.
- Providing administrative support for interviews, hearings and meetings, including arranging diaries, facilities, ensuring packs are available as required, corresponding with relevant parties, taking minutes and providing documents as required, all in line with relevant policies
- Support safer recruitment by carrying out safeguarding checks on application forms (relevant to role type), incl. Right to Work, ID, DBS, Prohibition of Teaching checks, Rehabilitation of Offenders, & Childcare Disqualifier declarations ascertained through checks and reference checks, etc. and ensuring the recruitment panel are aware of any matters that require clarification.
- Prepare offer letters, contracts and recruitment related documentation for successful applicants.
- Process pre employment medical screening via OH provider
- Ensure all pre employment checks are completed prior to commencement and escalation of any issued to the line manager or appropriate person.
- Provide absence analytics to the Deputy Headteacher to spot trends and identify where additional support may be required.

## **Induction, Probation and training**

- Ensure that the Safeguarding e-Learning is circulated to all new starters.
- Oversee that induction procedures for new staff are completed, ensuring line managers have the information they need for the process.
- Work with managers to ensure that Probation periods are effectively managed
- Manage and keep up-to-date training records and requirements for staff, ensuring relevant persons are notified when refresher training is due.
- To manage health related absence, risk assessments, occupational health and health and wellbeing support.

## **People System; Records & Payroll**



- Administer the People aspects of Arbor to ensure that the data is fit to deliver items such as the Workforce Census and Single Central Record, by;
  - Maintain the People aspects of Arbor (or relevant system) with all People transactions including any amendments to terms and additional contracts
  - Ensure that all data is collated within the system to produce a compliant Single Central Record
  - Administer update the People system across the school with updates to payscales
- Work with the Operations Manager to administer updates to the schools single central record for employees/ governors/ supply/ agency/ contractors and visitors
- Ensuring that school records on the People system are up to date and that payroll are informed of any transactions in advance of the relevant payroll cut off
- To assist the finance manager in processing the monthly payroll run supporting employees, colleagues and management with People & Payroll queries
- Ensure that all employee documentation and correspondence is stored in the school personnel files (scanned where appropriate)
- To provide People advice around operational People issues such as discretionary leave, medical appointments and maternity leave. The post holder will refer to the Trust People team as required for detailed support and guidance.

## **General**

- The post holder must ensure full commitment to the Trust vision, values and key priorities.
- The above list is not exclusive or exhaustive, and the Trust may require the job holder to undertake duties commensurate with the grade and level of the role.

The post holder will be based primarily at Wardle Academy, though will also be expected to attend meetings at and work from any of the Trust schools from time to time.

## **SECONDARY DUTIES**

1. Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents / carers and the wider community and adhere to the principles expressed in the aims of the Trust.
2. Work collaboratively across departments with colleagues and students to ensure the Academy and Trust operates as effectively as possible to achieve its aims. Develop collaborative working relationships with other managers and colleagues in the Trust.
3. To participate in programmes of training as a trainee and when required as a trainer facilitator. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement. To demonstrate a commitment to self-review and professional development.



4. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns as appropriate.
5. Maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.
6. To support and participate in team working across the Trust, including working within other areas/ schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder. Prepare and contribute to Trust wide development by sharing best practice and professional feedback.
7. To undertake duties as part of the team rota - To act as a team member and undertake general office duties as and when required to support the overall service delivery to the academies, students and families. Be a positive, collaborative team member.
8. To undertake such other duties and responsibilities of an equivalent nature commensurate with the level of responsibility that may be allocated periodically, as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).
9. The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.
  - a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
  - b) Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, eg operate safe working practices including both mental and physical wellbeing.
  - c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.
10. To attend and participate in meetings as required.
11. Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and students to follow this example.
12. Support the Academy and the Trust in meeting our legal requirements for worship.
13. Actively promote the Academy and Watergrove Trust corporate policies.

Job Description Prepared by: Amy Douglas Date: 15/04/2025



Postholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder.*



## Watergrove Trust Person Specification

Academy :	Wardle Academy	Post:	<b><i>People Administrator</i></b>
Section :	Associate	Scale:	Grade 4 (SCP) 7-11

### **Note to Applicants:**

***Essential Criteria (E)*** are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The '*How Identified*' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
<b>Qualifications</b>		
Good standards for literacy and numeracy GCSE Grade C (4 or above) in Maths and English or equivalent	<b>E</b>	<b>AF, certificates</b>
Level Two qualification in Business Administration	<b>D</b>	<b>AF, I, check certificates</b>
<b>Skills and Experience</b>		
Experience of using ICT packages	<b>E</b>	<b>AF, I</b>
Experience of dealing directly with the public and providing excellent customer care.	<b>E</b>	<b>AF, I</b>
Previous experience of end to end People & Payroll administration	<b>D</b>	<b>AF, I</b>
Logical thinker and ability to act on own initiative	<b>E</b>	<b>AF, I</b>
Experience of administering Arbor People elements & processes	<b>D</b>	<b>AF, I</b>
Experience of working within a busy customer focused, service driven support department preferably (but not essential) within a school environment	<b>D</b>	<b>AF, I</b>





Previous experience of working in a MAT academy schools environment	<b>D</b>	<b>AF, I</b>
Ability to communicate effectively with a range of people both verbally and in writing.	<b>E</b>	<b>AF, I</b>
Ability to work effectively and respond positively to the demands of a varied workload.	<b>E</b>	<b>AF, I</b>
Ability to work to strict deadlines whilst maintaining accuracy.	<b>E</b>	<b>I</b>
Ability to work effectively as both part of a team and as an individual.	<b>E</b>	<b>I</b>
Knowledge of data protection and understanding of the importance of maintaining confidential information.	<b>E</b>	<b>I</b>
Analytical skills to interpret information, identify potential areas of concern and use judgement to solve problems, working within policies and procedures	<b>E</b>	<b>I</b>
Excellent communication skills and ability to deliver effective customer service over the telephone and in person.	<b>E</b>	<b>I</b>
Experience working with cloud products eg Google Suite.	<b>D</b>	<b>AF, I</b>
<b>Knowledge and Ability</b>		
Understanding of the importance of safeguarding/child protection when working in a school setting	<b>E</b>	<b>AF, I</b>
Able to find solutions to the problem, understanding the importance of adopting a logical approach and working within codes of good practice	<b>E</b>	<b>AF, I</b>
Ability to prioritise own workload, work as part of a team and work to deadlines	<b>E</b>	<b>AF, I</b>
Ability to relate well to both Staff and Students with a range of People abilities (Diplomacy)	<b>E</b>	<b>AF, I</b>
Able to demonstrate integrity and confidentiality	<b>E</b>	<b>AF, I</b>
Flexible and open minded approach to completion of work	<b>E</b>	<b>AF, I</b>
Adaptable to change and a 'growth' mindset	<b>E</b>	<b>AF, I</b>
Understanding and commitment to the Trust's Equality Policy and how it relates to the duties of the post	<b>E</b>	<b>AF, I</b>
Detailed knowledge of and interest in a wide range of People practises with a particular focus on People (HR) in education (Credibility)	<b>D</b>	<b>AF, I</b>
<b>Special Working Conditions</b>		
From time to time you may be expected to work outside normal working hours to participate in duties that are otherwise not indicated in your job description.	<b>E</b>	<b>AF, I</b>



There may be a requirement for you to work at any of our partnership schools as required	E	AF, I
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***Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment.***

***Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment. As part of this commitment the postholder will be subject to enhanced DBS clearance.***

