# Cluster Executive and HR Assistant Job Description

Job Title: Cluster Executive & HR Assistant

Directly

Reporting to: Senior Executive Business Manager (SEBM)

Responsible for: None

**Overall Job Purpose:**

The main purpose of this role is to provide professional administrative and diary management support to the cluster’s senior business leads and to also provide an efficient HR support service to the cluster.

**Executive Assistant Duties:**

* **Confidential Support**: Provide confidential and efficient administrative support to the senior leads in the cluster, handling sensitive information with discretion.
* **Meeting Coordination**: Prepare and organise meetings, including agendas, minutes, and hospitality arrangements.
* **Diary Management**: Manage the SEBM’s email and electronic diary, as well as those belonging to other senior cluster leads as required.
* **Document Preparation and general admin**: Draft, design, and distribute various documents such as letters, forms, bulletins, calendars, reports, and brochures, ensuring accuracy and presentation. Undertake any administrative duties required to support the cluster including the editing and review of confidential documents created by the SEBM.
* **Communication**: Answer and manage phone calls on behalf of senior cluster leads, taking appropriate actions as needed.
* **Hospitality:** Welcome visitors and provide hospitality for senior cluster leads’ guests.
* **Travel Arrangements**: Arrange travel and accommodation for the senior cluster leads.
* **Cluster Admin support**: support with the general administration needs of the cluster, including creating marketing documents, supporting with data protection administration, facilities administration and other administrative duties as they arise.

**Cluster HR Administrator Duties:**

1. Support the Cluster HR Manager/s with the day-to-day administration of the Human Resources section of the cluster
2. Ensure the single central registers are up to date and accurate at all times, carry out DBS checks for new staff and renewals for existing staff
3. Support the Cluster HR Manager/s with the recruitment process to ensure compliance with Safer Recruitment legislation. This may include placing adverts, arranging interviews and liaising with local school staff to ensure interview schedules are accommodated appropriately
4. Support the Cluster HR Manager/s with the completion and collation of yearly staff safeguarding forms in line with United Learning procedures
5. Support with the follow up of document clearance of agency staff to work in various departments and schools across the cluster
6. Ensure that all HR files are maintained in a clear way, carry out HR filing and archiving as needed under the direction of the Cluster HR Manager/s
7. Assist the Cluster HR Manager with the daily logging of staff absence both for HR and payroll purposes
8. Carry out administration of payroll under the direction of the Cluster HR Managers, including (but not limited to) checking and inputting of timesheets, new starters, contract changes and leavers, pay increments and any changes to allowances
9. Input and maintain staff data in the relevant MIS system, undertaking regular checks as necessary
10. Assist with the accurate completion and submission of the yearly School Workforce Census
11. Support with the administration processes in each academy, as needed by the cluster schools
12. Attend and participate in meetings as required, travel between the schools may be required to meet the needs of the role
13. To support the cluster academies by training for and carrying out first aid duties as needed
14. To support the school day and students by carrying out lunch duties as required (a lunch break will still be provided

This job description is not intended to be all-inclusive, and the successful candidate is expected to be flexible and proactive in meeting the needs of each Academy and willingly undertake any further duties required that are commensurate with the role.

**This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.**

# Cluster Executive & HR Assistant Person Specification

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| Qualifications |  |  |
| GCSE English and Maths (grade C/4 or higher) | Essential | Application |
| NVQ Level 3 (or equivalent) in Business administration or other relevant discipline/ or demonstrable relevant experience / willingness to carry out relevant CPD to achieve level 5 standards | Essential | Application/Interview |
| Skills and Knowledge |  |  |
| Excellent written and verbal communication skills with the ability to relate well to a wide range of stakeholders. | Essential | Application/interview |
| Excellent levels of accuracy and attention to detail | Essential | Application/interview |
| Sound time management and organisational skills | Essential | Application/interview |
| The ability to use ICT effectively to support tasks and activities | Essential | Application/interview |
| Able work under your own initiative and deal with conflicting demands | Essential | Application/interview |
| Able to work as part of a diverse team | Essential | Application/Interview |
| Knowledge and understanding of GDPR | Desirable |  |
| Able to always maintain the strictest confidentiality and integrity | Essential | Application/interview |
| Flexible approach to working arrangements and duties. | Essential | Application/interview |
| High levels of tact, diplomacy, sensitivity and understanding | Essential | Application/interview |
| Experience |  |  |
| Recent proven experience of providing high level administrative support to senior leaders | Essential | Application/interview |
| Experience of building/maintaining effective professional working relationships with key organisational stakeholders | Essential | Interview |
| Experience of providing excellent customer service. | Essential | Interview |
| Experience of working in a education setting | Desirable | Application/Interview |
| Experience of minuting senior level meetings and providing  professional minutes and action points | Essential | Application/Interview |
| Experience of managing confidential information securely and  sensitively and in line with GDPR/DPA legislation. | Essential | Application/Interview |
| Personal Characteristics |  |  |
| Approachable and patient | Essential | Interview |
| Good written and verbal communication skills | Essential | Application/interview |
| Passionate about making a difference to young people and our communities | Essential | Application/interview |
| Other |  |  |
| Committed to the safeguarding of young people | Essential | Application/interview |
| Demonstrates a commitment to treating others fairly, consistently and with respect championing our inclusive culture | Essential | Application/interview |