

## Job Description: HR & Office Administration Assistant

GRADE:	4
HOURS:	35 per week, 40 weeks (TTO plus 5 teacher training days plus 1 week)
RESPONSIBLE FOR	N/A
RESPONSIBLE TO:	School Business Manager

### Main purpose:

To provide administration support for the general school operation with a specific focus on assisting with the delivery of high quality HR activities and other administrative tasks.

### Duties and Responsibilities:

#### Finance

- To ensure that the monthly salary download is completed in a timely manner and that all items are cleared not held in suspense.

#### Human Resources

- Ensure that HR and Pay information for staff is added and updated on the schools MIS
- Support with the maintenance of the single central record (SCR)
- To be responsible for general HR matters including ensuring new staff have CRB clearance, medical clearance and to ensure that contracts of employment are issued.
- Administration of all payroll and HR documentation including staff recruitment and the maintenance of staff records including contracts, pay statements, holidays and sickness absence.
- To ensure that sickness notification, self-certification and absence recording procedures are correctly applied for all employees.
- Support with and administer all aspects of recruitment including updating job descriptions, writing job adverts, liaising with candidates, sifting candidates, preparation of interview schedules, arranging rooms and all associated resources required and providing written correspondence such as invite to interviews and job offers.
- To act as a safeguarding qualified interviewer when required.
- To compile, prepare and submit the annual school workforce census.
- To support with current GDPR requirements and practises including updating policies.
- In conjunction with the School Business Manager, to ensure that all support staff posts are correctly graded by liaising with the relevant external HR team.
- Maintaining staff training records
- To give advice to Governors on salaries, contract, expenses, sickness, maternity/paternity procedures, redundancy and other matters of dismissal by liaising with Coventry City Council's HR Service and external HR advisors.

#### Administration

- Provide routine administrative support e.g. photocopying, scanning, filing, emailing, complete routine forms
- Maintain school MIS systems such as Bromcom, Arbor etc.
- Liase with parents and other visitors both over the phone and in person.

- To support the school through attendance at meetings and the provision of appropriate administrative and clerical support.
- Under direction of the SBM, review policies and activities within the school, relating to general matters such as administration/clerical procedures, human resources.
- To attend relevant training courses to update knowledge.
- Attend to deliveries and support with processing of financial orders on an adhoc basis.

### **Other Areas of Responsibility**

You will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

There may be a requirement to carry out particular duties as the Headteacher may reasonably direct from time to time.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HR & Office Administration Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

### **Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

### **Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Coventry City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

***Castle Wood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.***

**Notes:**

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

## Person specification:

CRITERIA	ESSENTIAL QUALITIES
Qualifications	<ul style="list-style-type: none"><li>• Minimum of 5 GCSEs or equivalent to level 4 or grade C and above including English and Maths</li><li>• Evidence of further qualifications would be welcomed, in particular CIPD qualification</li><li>• Professional development evidencing up-to-date knowledge in areas of HR, administration or business management</li></ul>
Knowledge and Experience	<ul style="list-style-type: none"><li>• Experience of HR management and procedures, including single central register records, and some current employment law knowledge</li><li>• Experience of recruitment and selection of staff</li><li>• Excellent knowledge of computer applications including Office 365 including SharePoint and MS Teams. Previous experience of operating school MIS would be desired including Bromcom, Arbor, SIMs</li><li>• Experience of working in an office is essential. Experience of working within a busy school office environment is desired</li><li>• Experience of dealing with sensitive and confidential data</li></ul>
Skills and Abilities	<ul style="list-style-type: none"><li>• Excellent written and verbal communication and numeracy skills</li><li>• Advanced communication skills in order to advise, guide and negotiate successfully with a range of audiences</li><li>• Ability to plan and prioritise workload to meet conflicting deadlines</li><li>• Evidence of ability to analyse and interpret complex information and solve problems</li><li>• Good negotiation skills in order to negotiate contracts with suppliers</li><li>• Robust ability to work independently and act on own initiative and be a key team member</li><li>• Able to cope well with pressure and keep calm in stressful situations</li><li>• Ability to maintain absolute confidentiality and integrity</li><li>• Able to maintain and update manual and computerised records and filing systems relating to HR, pupils, finance and other school matters using appropriate software</li><li>• To control own workload to meet agreed deadlines through effective and efficient prioritisation and organisation</li><li>• Work with minimum supervision</li></ul>
Personal qualities	<ul style="list-style-type: none"><li>• Adaptability to changing circumstances and ideas</li><li>• Reliability, flexibility and resilience</li><li>• Commitment to safeguarding and equality</li><li>• Desire to actively contribute to a positive team spirit and be a positive role model</li><li>• Open minded</li><li>• Professional</li></ul>

## Notes:

This job description may be amended at any time in consultation with the postholder.

**Headteacher/line manager's signature:**

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**Date:**

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**Post holder's signature:**

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**Date:**

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