



Post Title: HR Administrative Assistant

Salary: Band 6 SCP6 £16,352 to SCP11 £18,054

Hours: 37 hours TTO+ 5

Job Description

Introduction

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. The Exceed Academies Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
4. This Trust is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Prime Objectives of the Post:

To assist in the provision of high quality professional, flexible, proficient and accurate HR and administrative support to the Academy. To work closely with the Senior Leadership Team and managers to assist in all HR matters including recruitment and relevant safeguarding checks, staff attendance, leave of absence and payroll. The HR Administrative Assistant will be part of the school admin team, working alongside the PA to the Principal, and will also carry out administrative duties that may include supporting the induction of new staff and maintaining staff records.

Responsible to the Executive Services Manager from whom they will receive formal supervision and who will allocate work when necessary, much of the work is self-generating, and the post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work, referring only exceptional or complex queries to senior members of staff. The post holder will be expected to liaise with the central HR team for guidance on HR matters as necessary.

To provide prompt and effective information, by maintaining staff information management systems, running reports and providing accurate and relevant data as required by managers. To assist in ensuring return to work meetings are undertaken and recorded and to be responsible for maintaining electronic staff files under the supervision of the Executive Services Manager.

May, from time to time, be required to undertake other duties, including school administrative duties, commensurate with the grade and level of responsibility defined in this job description.

Effort Demands

- Ability to work to an outstanding level both under supervision and using own initiative, working to the priorities set by the PA to the Principal.
- To contribute to the overall ethos/work/aims of the Academy.
- Will make decisions regarding individual requests from managers in terms of the advice and information provided, liaising with other staff within the HR Team, office and leadership teams, and assessing the level of urgency.
- Day to day decisions regarding the organisation of the working area/workload and school priorities.
- To participate in training as required, and maintain personal and professional development in order to meet the changing demands of the post.

Responsibilities

- Undertake administrative duties, answering routine telephone calls and dealing with face to face enquiries from staff and managers
- Act as the first point of contact for staff in relation to any HR queries/issues
- Support the recruitment process for teaching and support staff;
 - Liaising with advertising companies to promote vacancies
 - Collate recruitment applications
 - Assist and support the interview day process
 - Assist with new starter paperwork and pre-employment checks
- Provide HR clerical support e.g. photocopying, filing, emailing and completing routine forms in addition to preparing and collating documents in relation to formal HR procedures i.e. attendance management meetings, disciplinary hearings etc.
- Assist with maintaining and updating HR databases, as and when necessary
- Produce data/information/basic reports as required e.g. staff attendance data.
- Data inputting of computerised records/management information systems.
- Produce data/information/basic reports as required e.g. staff attendance data.

Environmental Demands/ Working Conditions

- Available to work during school hours, the role will also require the post holder to work outside of term time, and a willingness to be flexible as may be required in order to attend staff meetings/training sessions outside of normal working hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

Intermediate Threshold Level

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and;
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

Special Conditions of Service

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

Other Considerations

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the Academy's Designated Safeguarding Leader or Principal.
- To act in accordance with the General Data Protection Regulations and maintain confidentiality at all times e.g. access to confidential staff files.
- Accept and commit to the principles underlying the Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

General

All Academy staff are expected to:

- Work towards and support the Academy's vision and the objectives
- Support and contribute to the Academy's responsibility for safeguarding students
- Work within the Academy's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the Academy's Equality Policies to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adhere to Academy policies and procedures as set out in the staff handbook or other documentation available to all staff

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Personal Specification

Attributes	Essential	Desirable	How Identified
Experience	<ul style="list-style-type: none"> • Experience of working in an office environment • Advanced knowledge of Microsoft Office, particularly Word and Excel • Experience of dealing with people at all levels • Experience of routine administrative tasks • Sound understanding of transactional HR processes and procedures i.e. maintaining records, recruitment processing, payroll 	<ul style="list-style-type: none"> • Previous experience of working within a school or other education setting 	Application Form References
Qualifications/ Training	<ul style="list-style-type: none"> • Minimum of GCSE English and Mathematics at grade C or above (or equivalent) 	<ul style="list-style-type: none"> • NVQ2 (or equivalent) in a relevant discipline e.g. Word processing • CIPD Level 3 or above qualification or working towards 	Application Form References

Knowledge/ Skills	<ul style="list-style-type: none">• Excellent literacy and numeracy skills• Excellent communication skills• Knowledge of and the ability to use office machinery e.g. photocopiers, scanners, shredding machine etc• An organised approach to work.• Be willing, courteous and able to work using your own initiative and as part of a team.• Respect confidentiality• Statutory assessment: In line with the Immigration Act 2016, you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level		Application Form References
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