



Job Description

POST:	HR & Office Administrator
RESPONSIBLE TO:	Headteacher's PA & HR Officer
SALARY:	Grade 4 SCP 4 - 6 £21,189 - £21,968 per annum pro rata
LOCATION:	The Wilnecote School
WORKING PATTERN:	37 hours per week, 39 Weeks per year
DISCLOSURE LEVEL:	Enhanced DBS with childrens barred list check
KEY RELATIONSHIPS:	

They will work under the direction of Headteacher's PA & HR Officer with key relationships with the administration team in school, finance team, senior leadership team, employees in school and trust central HR team.

RESPONSIBLE FOR:

Administration support for the general school operation with a specific focus on assisting with the delivery of high-quality HR activities.

MAIN PURPOSE:

- Provide routine administrative support e.g. photocopying, filing, faxing, emailing, complete routine forms specifically in relation to HR activities in school and when required general administration in school
- Maintain manual and computerised records and management information systems in relation to employee data in school
- Undertake typing, word-processing and other IT based tasks
- Provide advice and guidance to staff, pupils and others
- Plus any other general duties which may arise during contracted hours.

SPECIFIC RESPONSIBILITIES

- Support with the maintenance of the school single central record (SCR)
- Obtain, input and process documents and forms required for new contracts and amendments to contracts
- Update payroll system with staff absence, new starters, additional hours, and expenses in an accurate and timely manner
- Process return to work paperwork ensuring line managers complete and return the record of the meeting.
- Provide support to Heads PA and HR Officer with staff absence management including the administration of occupational health referrals
- Support with the administration of safer recruitment checks for new starters
- Support with recruitment activities in school such as advertising vacancies, communicating with candidates, preparing recruitment documentation and ID checking



- Request advice from the central HR team as and when required to support decision making in school
- Maintain records of employees CPD and where required book training places
- Cover reception in school including welcoming visitors, ensuring sign in to inventory, take incoming calls and providing general advice to queries.
- Provide general administration support to the school.
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Safeguarding Children

CAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Head of Human Resources. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty -

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.



Person Specification

Our Values and Vision

These are our values. They can be thought of as our 'non-negotiables' - beliefs, expectations and standards that underpin how we work with the young people in our care, and the community we serve. We believe that if we work in the context of these values, students will achieve more than they ever thought possible. They are also values that have evolved following a sustained period of success for our school.

Our Young People

We value three main types of achievement for our young people, and the vision for our school is that we ensure our students are empowered to achieve to a consistently outstanding level.

Achievement - Academic: We believe all young people have the potential to achieve great things. Intelligence can be developed regardless of emotional and social background, given appropriate teaching and bespoke, individualised support.

Young people should be encouraged to develop autonomy and meta-cognitive control ('knowing what to do when they don't know what to do') in their learning and to gain inspiration from learning. They should be equipped with a crucial sense of possibility based on a well-developed self-awareness and ambition - ambition not only for themselves but for the communities in which they live and work.

Achievement - 'letting your light shine': All young people achieve things they can be proud of every day in addition to academic success and outside our school's planned curriculum. We have a vital role in ensuring individuals develop their own talents and interests and have a responsibility to instil in them a sense of pride in who they are and what they achieve. We must recognise and celebrate these achievements.

Achievement - relationships (Starfish Principle): Excellent relationships for learning are a prerequisite for all other achievements. Relationships that result in mutual respect between young people and all other members of our school community will ensure learning can be fun in a disciplined and caring environment where the highest expectations are the norm.

Our Staff

Our Values extend to how we challenge, support and work with each other. All staff (support and teaching) play a crucial role in the education of young people. We all understand how our work has a direct influence on the life chances of the young people in our care. In the same way that we all have a duty of care to them, we have a duty of care to each other and have regard for each other's professional and personal wellbeing.

All members of the staff community see themselves as learners. They are empowered to make decisions, be creative and to lead. Mutual respect pervades all relationships, working together to enhance professional learning and practice and collaboration; collegiality and a sense of team identifies how all staff work together. All staff have clarity and certainty about the direction our school is taking and be working on only a few initiatives at any one time with a sense of how their work is contributing to that vision. Staff co-operate with each other and are not in competition with each other - they are part of a team that ensures our schools are among the best in the country.



	Essential	Desirable
Qualifications	GCSE in English and Maths	CIPD Level 3 (or working towards) NVQ Level 3 in Business Administration (or equivalent)
Experience, Skills and knowledge	<p>Experience of working in an administration position</p> <p>Able to process sensitive information confidentially and sensitively</p> <p>Numeracy and literacy skills</p> <p>Organisation and prioritising skills</p>	<p>Knowledge of safeguarding and recruitment</p> <p>Understanding of Keeping Children Safe in Education</p> <p>Experience of providing HR advice</p> <p>Experience of administration in a HR department</p> <p>Knowledge and experience of HR and payroll systems</p> <p>Experience of face to face HR related discussions</p>
Personal Qualities	<p>Able to communicate with employees at all levels in the school</p> <p>Emotional resilience in working in a range of situations.</p> <p>Ability to show initiative and play close attention to detail</p> <p>Able to work independently and as part of a team</p> <p>Commitment to equality</p>	



Other	<p>Commitment to safeguarding and promoting the welfare of children and young people</p> <p>Willingness to undergo appropriate checks, including enhanced DBS Checks</p> <p>Motivation to work with children and young people</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p>	
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