

JOB PROFILE

SENIOR ADMINISTRATION OFFICER

Reporting to: HR and Cover Manager
Salary: NJC SC5
Working Time: Term-time plus 5 days [36-hour week]

JOB PURPOSE:

This new post is being created to support the Leadership Team to provide a high quality service to the School and its staff.

KEY TASKS

RECRUITMENT

- Support the Leadership Team in the recruitment of all academic and support staff across the Academy
- Develop systems, assist and advise on all recruitment matters and to ensure that all recruitment administration processes remain compliant with legislation and best practice.
- Oversee and review all appointment documentation, contracts as required with reference to current legislation, national agreements and employment legislation.
- Oversee, advise and develop systems to support the recruitment of all new staff, ensuring job descriptions, person specifications, terms and conditions of contract are in place.
- To ensure adverts are placed, job applications are processed, short listing is managed, interview processes, are undertaken to a high standard and that safeguarding and recruitment policies are strictly followed.
- Respond to communications from candidates
- Ensure the school's website provides accurate information on school vacancies and that relevant documents on the vacancies page are up to date by liaising with the Network Manager
- Track applications, prepare shortlisting packs and invite candidates for interview
- Apply for references and make follow up calls to referees
- Produce and issue interview programmes and individual interview timetables for all staff involved in the process
- Prepare candidate welcome packs and candidate programmes
- Make any necessary arrangements for candidates such as visitor parking, school tours, lunches, accommodation and reimbursement of expenses as appropriate
- Support interview arrangements on the day, greet candidates and photocopy ID and other documents and oversee any practical tests or assessments
- Support the Headteacher's PA in checking and processing Disclosure and Barring Service (DBS) applications
- Administer starter paperwork for the successful candidate
- Ensure all new support staff are issued with appropriate induction documentation
- To provide administration support to the Data Manager and Examinations Officer

ABSENCE MANAGEMENT

- Monitor all absence and provide management reports to the Headteacher and/or SLT
- To monitor the attendance of all staff and advise the HR and Cover Manager and/or Academy Business Manager when triggers are breached.
- To work with the HR and Cover Manager and/or Business Manager to initiate and oversee the attendance management procedure when necessary.
- To ensure that all absence records (sickness, annual leave, compassionate, dependent etc.) are accurately maintained and regularly updated on SIMS
- To provide the Finance Manager with monthly absence reports for pay purposes.

EMPLOYEE RECORDS

- Support the Headteacher's PA in ensuring the staff appointment register, the 'Single Central Register of Staff', is kept up to date at all times
- Assist the Headteacher's PA with recording DBS information in accordance with the DBS Code of Practice
- Ensure the HR Database (SIMS) accurately reflects current staff conditions and details. This includes inputting starters and leavers, contractual amendments, change of details, annual leave and recording of sicknesses and other leave.
- Create and update employee HR Compliance files (hardcopy)
- Maintain efficient systems of filing, photocopying and distribution of HR documentation.
- Provide appropriate reports from the HR database for the purpose of auditing and monitoring employee data and training

OPERATIONAL HR

- Answer and deal with day to day enquiries (both internal and external) in a timely and efficient manner
- Deal with incoming email, post and other paperwork
- To administer starters, leavers and variations to contract
- Ensure all probationary periods are suitably diarised and that confirmation letters are produced once probationary reviews have been undertaken by line managers
- Support the preparation of documentation for internally promoted staff
- Monitor and report on staff absence, return to work documentation and absence triggers
- Ensure up to date staff lists are available at all times
- Assisting with other HR projects where required

PAYROLL

- Ensure that regular, consistent and timely information and instruction is given to the Payroll Administrator
- Provide administrative support to the annual salary review process

MANAGE COVER

- Managing and organising cover for absent staff both teaching and non-teaching
- Administer re-rooming requests that accompany the task of completing School Cover

SAFEGUARDING

- Attend all safeguarding training as required by the school
- Understand and apply Keeping Children Safe in Education guidelines in all aspects of the recruitment process
- Attend any internal meetings on compliance and the Single Central Register

CANDIDATE SPECIFICATION

Successful candidates are likely to be able to give evidence in support of all or most of the following:

- Commitment to the School's aims and values
- Preferably educated to A Level standard or equivalent
- Proven administrative, planning and organisational skills
- Good customer care skills including the ability to communicate effectively with people at all levels both in writing and verbally
- Ability to prioritise and remain calm while working in a busy, sometimes pressurised environment
- Excellent time management skills and ability to juggle high volume and competing priorities
- Good keyboard skills and proficient in the use of computer packages ideally Microsoft Office: Word, Excel and Outlook
- Ability to foster excellent working relationships with line managers and colleagues
- Ability to work supportively within a team as well as alone, exercising good judgement and using own initiative
- Ability to carry out delicate Personnel related tasks confidentially and with discretion
- Able to demonstrate good numeracy skills
- Able to demonstrate good attention to detail
- Flexible approach to work and the duties to be carried out
- Dedication and tenacity to follow work through from beginning to the end of projects

This Job Profile is current at the date shown but, in consultation with you, may be changed by your Line Manager and Business Manager, to reflect or anticipate changes in the job commensurate with the salary and job title.

Heston Community School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy an enhanced clearance by the Disclosure and Barring Services [DBS].

Heston Community School is committed to working in wider partnership which will promote wellbeing outcomes for young people.

Safeguarding Children

Context

All staff are part of a whole school Team. They are required to support the values and ethos of the School and school priorities as defined in the School Development Plan.

This will mean focusing on the needs of colleagues, parents/carers and students and being flexible in a busy and pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 [2] of the Rehabilitation of Offenders 1974 [Exemptions] [Amendments] Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the School. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.