

HR Lead & PA to Headteacher

School: Nexus School, Tonbridge
Job Title: HR Lead & PA to Headteacher
Reports to: School Business Manager & Headteacher
Hours: 37 hours per week, 52 weeks – 27 days holiday
Per annum + bank holidays
Salary Range: Kent Range 9-10 (dependant on experience)



JOB DESCRIPTION

Key Objectives – HR Lead

- Support the Senior Leadership Team in the management of staff absence and other HR issues.
- To ensure the high-quality administration of a comprehensive HR service across the school providing professional and confidential HR administrative support including recruitment, maintaining employee files and other HR related administrative activities including some relating to payroll. Manage the administration of the school HR procedures, in line with policies and procedures.
- Maintain an up to date awareness of changes in Employment Law and legislative changes that impact on the role.
- Support with additional school administration as required.
- Assist with the administration of performance management processes including producing any letters confirming pay changes.
- Ensure high quality management of HR issues that meets the needs of all employees and contributes to whole school staff wellbeing.
- Provide administrative support regarding employee relations including taking minutes at hearings.
- Support with the collation of data as requested by SLT in relation to HR as and when required.
- Handling and reporting highly confidential materials and information to Headteacher or another designated person.
- Produce accurate employee reports for submission to external agencies when required including the annual workforce census.
- Take ownership for the resolution of day to day enquiries received involving others, internal and external to the organisation, as appropriate.
- Identify any improvements that will allow us to undertake administration in a more efficient and timely fashion in the future.
- Have an awareness and understanding of school policies and procedures relevant to the HR role.
- Provide administrative support which may include photocopying, filing, emailing, reprographics work and word processing.
- Completion of standard forms and respond to routine correspondence.

Recruitment and File administration

- Responsibility for end to end recruitment i.e. job descriptions, adverts, interviews, contracts, exit interviews - ensuring safer recruitment processes guidelines are followed as a priority.
- Be mindful of diversity and inclusions and employment law in relation to discrimination (including positive discrimination) in all recruitment and day to day HR activities.
- Ensure that the Single Central Record is maintained to a high standard in line with statutory requirement.
- Maintain employee HR files according to data retention and protection guidelines.

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- Ensure all paperwork is complete and returned for all pre-employment checks, and that files are complete, and all legal checks satisfactorily completed, prior to commencement of employment.
- Coordinate new staff induction process ensuring a complete and thorough induction & probation process for new staff.
- Carry out regular benchmarking and salary reviews to ensure we are correct and up to date.
- Maintain Staff Structure reports, highlighting any potential shortfalls or changes required.

Absence

- Monitor and report on sickness absence levels across the school, in accordance with policies and procedures.
- Support the Headteacher with the administration of absence management process including reporting.
- Seek advice from HR Connect on absence issues as part of ensuring monitoring and effective management of cases.
- Provide the necessary support for employees including occupational health referrals, and return to work meetings and risk assessments.

Key Objectives – Personal Assistant to the Headteacher

- Assist in the organisation of the Headteacher's schedule by diary management, prioritising issues as appropriate.
- Assess queries, issues and other demands on the Headteacher's time and reassign these to self or others for resolution where appropriate.
- Conduct research on behalf of the Headteacher as requested.
- Take personal responsibility for the planning and execution of small projects.
- Provide comprehensive clerical and administrative support to the Headteacher and wider school management team.
- Administer meetings including the arrangement of venues, catering, document distribution, attendance and minute taking.
- General clerical and administrative support to the wider admin team when required.

Specific duties are likely to vary from time to time and will be fully reviewed annually alongside the remainder of this job description.

All members of staff are responsible for promoting and safeguarding the welfare of all children and young people and expects all staff to share this commitment.

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

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Signed by Line Manager:

Date:

Signed by employee:

Date:

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> GCSE English and Maths grade C or above (or equivalent)
Experience	<ul style="list-style-type: none"> Experience of undertaking a range of administrative duties. Experience of working in a school and/or SEN environment is desirable. CIPD qualifications desirable.
Skills and Abilities	<ul style="list-style-type: none"> Ability to communicate effectively with other school staff and teachers, senior leadership team, pupils, parents/carers, visitors. Literacy and numeracy skills – ability to read and write, put items in alphabetical order, add and subtract figures and to use a calculator. Computer literacy – ability to use a computer and produce a range of accurate documents, using Windows WP package and basic spreadsheet/database and accurately input information, once training has been provided. Ability to work to deadlines. Ability to interact courteously and confidently with other school staff and teachers, senior leadership team, pupils, parents/carers, visitors. Good organisational skills, gained either through a course of study or within paid or voluntary work. Ability to work confidentially, keeping work-related issues and discussions in the workplace. Willingness to attend training courses which help you in your current role and develop your potential for other roles.
Knowledge	<ul style="list-style-type: none"> Requires knowledge of a range of administrative support tasks and office and related school procedures and systems. Working knowledge of HR systems and processes. Awareness of equalities and diversity issues – respecting the needs and views of other people Understanding of health and safety issues within the workplace, once these have been explained Awareness of Data Protection and confidentiality issues. Knowledge and understanding of safeguarding.
Behaviours	<ul style="list-style-type: none"> Professionalism Resilience Problem solving approach Positive attitude Adaptable and flexible Motivated Responsible Able to use initiative Confident Able to work under pressure Honesty and integrity