

## **Job Description**

**Post Title:** Admin Assistant (HR)

**Post No:**

**Department: Education Grade:** Bexley 07

**Responsible to:** School Business Manager

**Hours:** 36 hours per week (8.00am – 4.00pm)

**Weeks per year:** 40 weeks per year

Term time plus inset days with the remaining days to be split over the school holidays to meet the needs of the school.

### **Main purpose of the job:**

- To oversee the admin function of the school ensuring high quality administrative and HR support is provided to the school.
- To ensure an effective service is provided, maintaining a calm, professional, efficient atmosphere.
- To ensure the HR function of the school is compliant at all times.

### **Major Duties and Responsibilities:**

- To undertake receptionist duties, deal with routine enquiries, ensure all visitors sign in and out ensuring compliance with vetting and safeguarding procedures.
- To provide administrative support to the school
- Diary management and hospitality for meetings as required.
- To minute meetings as required
- Ensure effective and professional communication with all stakeholders.
- Maintain a high level of confidentiality and ensure compliance with GDPR procedures.
- Direct and respond to emails received in the school Admin inbox in a professional and timely manner.
- Maintain accurate records using a variety of software packages.
- Maintain an accurate admin & HR filing system.
- Reprographics including photocopying, scanning, meter readings, etc.
- Support the School Business Manager with the completion of DFE and Local Authority returns.
- Oversee the administration of annual reviews, admission enquiries, consultations, admissions, withdrawals and transfers.
- Admin for staff recruitment including collating application packs, placing adverts, scheduling interviews, undertaking recruitment checks in line with KCSIE.
- Carry out procedures in connection to staff absence, recording, reporting, monitoring and arranging meetings as necessary.
- Ensuring RTW interviews take place, undertaking those for short term absence where appropriate.
- Carry out procedures in connection with staff timesheets, new starters, variations and terminations.

- Organisation of daily supply staff to meet the needs of the school, taking absence calls, liaising with agencies, staff and SLT.
- Organisation of staff induction ensuring completion within a timely manner
- Administration relating to CPD including bookings, monitoring expiry dates, collating certificates and maintaining a CPD Log.
- Liaise with Admin ICT to ensure Logins etc are provided for new staff.
- Undertake DBS and ID checks for all staff.
- Maintain the Single Central Register
- Maintain a up to date record of Letters of Assurance
- Produce staff reports as required by Senior Leaders/Governors
- Maintain the schools signing in system.
- Undertake bus duty as required.
- Undertake fire warden duties.
- Act as Lead Mental Health First Aider.
- Act as a First Aider as required.

Administration staff are expected to maintain an overview of all roles within the Admin team to be able to provide cover for absent colleagues.

Undertake other reasonable duties, commensurate to the level of this position, as directed by the Headteacher, SLT or School Business Manager.

**Person Specification**

**Post Title: Admin Assistant HR**

		Essential	Desirable
<b>Qualifications</b>	GCSE Maths & English – Grade C or above	✓	
	Relevant Level 4 or above qualification		✓
	First Aid and/or Mental Health First Aid Qualification		✓
	Full UK Driving licence		✓
<b>Experience</b>	Experience of working within a school or educational establishment with children and young people		✓
	Experience of HR policy, legislation & functions	✓	
	Experience of staff organisation	✓	
	Experience of dealing with sensitive & confidential with discretion	✓	
	Experience of using SIMS packages		✓
<b>Skills &amp; Knowledge</b>	Experience of using a variety of ICT packages	✓	
	Knowledge of Safeguarding		✓
	Excellent verbal and written communication skills	✓	
	Excellent organisational skills	✓	
	Understanding of GDPR		
<b>Personal Qualities</b>	Ability to dynamically risk assess situations	✓	
	Ability to work as part of a team	✓	
	Flexibility to meet the needs of the school	✓	
	Self-motivated with ability to manage own workload and work with minimal supervision	✓	
	Team player, with ability to build relationships with a wide variety of stakeholders	✓	
	Ability to prioritise and manage conflicting demands	✓	

