

<b>JOB DESCRIPTION</b>	
<b>Post Title</b>	Administrative Assistant (HR)
<b>Grade</b>	Essex Scale 4 (Point 7-8)
<b>Contract</b>	Permanent. 20 hours per week. Term-time (Inclusive of 5 inset days)
<b>Reports to</b>	School Business Manager
<b>Liaison with</b>	Teaching staff, support staff, pupils, parents
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>To organise, maintain and monitor school HR and personnel systems within the school under the direction of the Business Manager</li> </ul>
<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>Support office administrative procedures and systems</li> <li>Attending training and development where necessary</li> <li>Maintain staff records and keep SIMS up to date including sickness and absence records</li> <li>Maintain the SCR and ensure it is OFSTED compliant</li> <li>Request references and apply for DBS checks where necessary</li> <li>To support the recruitment process by arranging interviews and related paperwork to all parties.</li> <li>To be responsible for ensuring paperwork for successful candidates including all pre-employment checks and appointment letters are distributed accordingly.</li> <li>To be responsible for all administrative procedures required in connection with the appointment of staff, ensuring the appropriate policies are followed.</li> <li>To be responsible for preparing all forms for submission to the Payroll provider in relation to staff personal data and salary information.</li> <li>To ensure contracts are sent to newly appointed staff and for entering information relating to new appointments on the SIMS HR module.</li> <li>To inform Payroll of new appointments as soon as possible after an offer has been made</li> <li>To manage an efficient system ensuring contract review dates are met e.g. salary increments, temporary responsibilities, and fixed term contracts.</li> <li>To manage an effective system recording staff absence, ensuring medical certificates are received and relevant forms are complete.</li> <li>To be responsible for reporting staff sickness absence to Payroll.</li> <li>To advise other managers on probation policies and procedures.</li> <li>To liaise with external agencies where appropriate.</li> <li>To ensure the Finance Office receives the information they require regarding staff appointments and payments.</li> <li>To advise, with support as necessary, all staff on personnel-related issues such as Conditions of Employment, school procedures relating to personnel matters, pension rights and status, maternity and sickness entitlements, early retirement, etc.</li> <li>To be responsible for all administrative procedures required in connection with changes to employment terms and conditions and resignation of staff, ensuring the appropriate policies are followed.</li> <li>To ensure that contracts of employment are issued for all school staff as necessary</li> <li>To be responsible for ensuring that all personnel returns and claims, e.g. overtime, supply, insurance etc are completed and forwarded as necessary. This includes all casual/ sports centre personnel.</li> <li>To act as first point of contact for queries on personnel and salary data.</li> <li>To provide customised reports including use of SIMS reporting tools.</li> </ul>

	<ul style="list-style-type: none"> <li>• To ensure that all files and records of staff are correct and up to date.</li> <li>• To ensure annual statements of salary are issued to all staff (September for teachers, April for support staff).</li> <li>• To ensure that all personnel records are securely stored and that access is restricted to authorised personnel</li> <li>• Collating information for performance management for support staff, organising Line Managers to ensure meetings and paperwork is completed by the middle of March. Prepare a report on the recommendations and highlight any concerns/ issues for the SLT.</li> <li>• Carry out Back to Work interviews further to absences for support and teaching staff</li> <li>• To undertake administrative duties, as required.</li> <li>• To undertake any training commensurate to the post.</li> <li>• To advise the Headteacher on current HR legislation and provide HR advice</li> <li>• To have a complete understanding of Teachers' pay and conditions and NJC terms and conditions for support staff</li> <li>• To have an understanding and working knowledge of taxation, NI contributions and pensions</li> </ul>
<p><b>Additional Duties</b></p>	<ul style="list-style-type: none"> <li>• Comply with policies and procedures relating to child protection, health, safety and security confidentiality and data protection, reporting all concerns to an appropriate person</li> <li>• Be aware of and support difference and ensure equal opportunities for all</li> <li>• Contribute to the overall ethos/work/aims of the school</li> <li>• Develop constructive relationships and communicate with other agencies/professionals</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager</li> <li>• To comply with individual responsibilities in accordance with the role, for health and safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Policies, for example: Equal Opportunities, Health &amp; Safety etc.</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>• To work alongside other members of the Student Services Team and to cover members of the team as and when requested by SLT and the needs of the school</li> </ul> <p>The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade</p>

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