



## THE MARLBOROUGH C of E SCHOOL

### JOB ROLE – ASSISTANT TO THE SCHOOL BUSINESS MANAGER & HR LEAD

#### Job Purpose:

To provide operational support to the School Business Manager and lead HR to ensure the efficient management of the day-to-day operations of the school and of the HR function.

#### Operational Management

- Support with the organisation of the school day and delivery of school events;
- Work with the SBM to ensure effective school policy management;
- Work with the School Data Protection Lead to ensure compliance with GDPR and Freedom of Information;
- Manage the record retention process in accordance with the Trust's record retention schedule and data protection law, ensuring information security and confidentiality at all times;
- Respond to internal and external queries regarding school operational matters;
- Work with the School Business Manager to complete inspection and audit actions; To provide support to ensure robust Health and Safety compliance is maintained;
- Support with the management of and completion of records on SmartLog, internal monitoring systems and other bespoke systems;
- Assist in the investigation of all accidents and dangerous occurrences, and reporting any accident/occurrences to the Health and Safety Executive that fall under the Reporting of Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR);
- Support with the management of the school Risk Assessment register;
- Manage the loaned Chromebook system ensuring any issues are followed up;
- Support with updating the website and ensuring compliance;
- Be the school link with bus companies and parents and other stakeholders over all issues related to school transport;
- Support with the Operational management of the school;

#### HR Management

- Ensure that new starters and leavers information is accurately recorded and that all staff contractual or personal changes are made to the relevant systems in a timely manner;
- Ensure that all changes in pay, and related aspects of employment are fully recorded, and followed up in writing;
- Overall responsibility for recruitment, from advert through to appointment, using relevant systems and ensuring that recruitment practices are compliant and fit for purpose;
- Plan and manage interview processes for teachers and, where appropriate, managing the interview process for Associate Staff roles;
- Manage all recruitment paperwork, including offer letters and contracts.
- Work alongside the Headteacher and SBM to provide an effective recruitment strategy to ensure that vacancies are well advertised and promoted;
- Responsibility for safer recruitment including enhanced DBS, prohibition, recruitment and safeguarding checks are compliant responding appropriately to any disclosures/issues;
- Regularly review safer recruitment processes and make suggestions for improvements where relevant to ensure processes are fit for purpose and effective;
- Ensure all Safeguarding, PREVENT and Safer Recruitment training are up to date;
- Responsibility for the Single Central Record and Safeguarding Training Record ensuring that all staffing categories are included in line with Safeguarding requirements;
- Management of employee relations including but not limited to disputes, resolutions, disciplinaries, grievances, absence, retirement. Providing objective support in a calm, sensitive and professional manner;

- Manage the new staff induction process;
- Co-ordinate the Associate staff Appraisal process;
- Work with the Deputy Headteacher and Finance Manager to process teachers' pay reviews;
- Ensure accurate files and records are compliant and kept in a confidential manner;
- Work with the Wellbeing Champion and RLT Wellbeing Network Leads to promote and encourage a strong culture of wellbeing;
- Liaise with the Headteacher regarding sensitive leave of absence requests from members of staff;
- Line-manage and have Appraisal responsibilities for Reception and Front Office colleagues;
- Completion of the school workforce census in accordance with DfE guidelines;

**OTHER DUTIES**

- To be familiar with and adhere to all School Policies;
- To fulfill your duties and responsibilities regarding safeguarding pupils and health and safety;
- To support the aims and ethos of the school and promote good relationships with students, colleagues and parents;
- To set a good example in terms of dress, punctuality and attendance;
- To participate in the school's arrangements for appraisal, professional development, meetings cycle, quality assurance and internal verification.

**Line managed by: School Business Manager**

**Hours: 37 hrs per week**

**Working weeks : Term time plus 3 weeks to be worked through the school holidays**

**Working Pattern: Monday -Friday**