



## JOB DESCRIPTION and PERSON SPECIFICATION

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**RESPONSIBLE TO:** Finance & HR Manager

**VISION AND PURPOSE:** To ensure the smooth running of the schools HR administration on a day-to-day basis

### KEY RESPONSIBILITIES:

#### HR Administration

- Maintain/Upkeep of the school's Single central Record.
- Ensure Safer Recruitment procedures are followed including processing DBS checks for new starters/volunteers, and where necessary other vetting systems such as UK Visas & Immigration Sponsor, List 99 for all relevant staff, Governors and agencies.
- Work closely with the OAT Recruitment Partner to ensure interviews are co-ordinated and the onboarding process is managed effectively.
- Review and update all staff data regularly ensuring it is up to date and accurate at all times.
- Answer queries from both staff and the trust relating to routine HR matters.
- Maintain accurate and up-to-date employee files and records in electronic format.
- Report on HR metrics such as staff turnover, appraisal and absence.
- Ensure non-term working and annual leave records are maintained and monitored.
- Ensure compliance with the Retention of Records Policy and Data Protection regulations.
- Maintain the Delivering Excellence performance and appraisal systems.
- Co-ordinate the induction process for all support staff and track all paperwork.
- Co-ordinate the probationary process for support staff, ensuring that any concerns are reported to the Finance and HR Manager.
- Co-ordinate the process for HR casework including Flexible Working, Disciplinary, Grievance, Capability etc, taking notes in meetings, drafting letters and ensuring compliance with policy timeframes.
- To administer the relevant paperwork in relation to parental leave including MAT B1 requests for maternity and paternity leave by members of staff.
- Issue contracts and letters of appointment in a timely fashion.
- To be the first point of contact for support staff who ring in sick.

### GENERAL INFORMATION:

- All work performed/duties undertaken must be carried out in accordance with relevant policies and procedures.
- Post holder will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.
- Post holder must at all times carry out their responsibilities with due regard to the Academy's policy, organisation and arrangements for Health and Safety at Work.

*post. It reflects the position at the time of appointment only and may be reviewed in negotiation with the employee in the future.*

## **CONTEXT**

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential that 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, you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy.

***The applicant will be required to safeguard and promote  
the welfare of children and young people***

## PERSON SPECIFICATION

The person specification is related to the requirements of the post as determined by the job description. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application. Candidates failing to demonstrate any of the essential criteria will automatically be excluded.

You should be able to demonstrate that you meet the following criteria, measured by:

**A: Application Form**

**B: Interview**

**C: References**

CRITERIA	Requirement	Assessment
<b>Qualifications</b>		
5 GCSEs (A* to C) including English and Maths or equivalent Level 2	Essential	A
Level 3 or higher qualification in a relevant discipline	Essential	A
<b>Experience</b>		
Experience of working in a HR environment	Essential	A
Experience of working in an educational setting	Desirable	A
Knowledge of school administration & management systems	Desirable	A
<b>Skills</b>		
Good numeracy, literacy and ICT skills	Essential	A C
Able to build effective relationships with external agencies	Essential	A B C
Able to build effective relationships with colleagues	Essential	B C
Able to work independently and without direct supervision	Essential	A B C
Able to take direction from different people, and effectively prioritise and manage workload to meet deadlines	Essential	A B C
Able to work constructively as part of a team, with the ability to co-ordinate the work of others	Essential	A B C
Able to implement the Academy's Safeguarding, Equal Opportunities and Behaviour Management policies	Essential	B
Specialist financial knowledge and understanding of financial regulations	Desirable	A B
<b>Personal Characteristics</b>		
Reflective and solution focused	Essential	B
Calm under pressure	Essential	B
Creative and innovative	Essential	B
Accurate with attention to detail	Essential	A B
Desire to respond to the needs of CNS with flexibility, commitment and determination	Essential	C
<b>Other Requirements</b>		
Undertake the Academy's Induction Programme	Essential	B
Participate in development and training opportunities	Essential	B
Be able to carry out all duties to a high standard	Essential	A B