

**THE BISHOP OF WINCHESTER ACADEMY  
JOB DESCRIPTION- SUPPORT STAFF**

**Section One  
General information**

<b>Post Title</b>	Human Resources Administrator
<b>Post Holder:</b>	
<b>General Duties:</b>	<p>All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.</p> <p>To support the Director of People with general Human Resource related responsibilities, including the following:</p> <p><b>Advice &amp; Guidance</b></p> <p>To deal with employee relations in a calm, sensitive and professional manner, liaising with the Director of People on more complex HR issues. To ensure a continuous and consistent dialogue with the Director of People on all ongoing issues.</p> <p>To offer support to staff on the interpretation and application of terms and conditions of service and contractual issues, liaising with Director of People as necessary.</p> <p>To ensure own continuous professional development and that knowledge is up to date in line with latest HR and associate legal developments.</p> <p>To represent HR and participate in various projects and internal groups across the organisation, from time to time.</p> <p>Liaise with the HR and Legal SLA provider on legal and HR related issues.</p> <p>Attend regular meetings with the Director of People to ensure the integrity and quality of the HR provision in the academy and ensure that priorities are being met.</p> <p>To continually review current practice and processes and liaise with the Director of People on recommendations for improvements on policies and procedures.</p> <p><b>Staff Management</b></p> <p>To manage the administration of all HR matters for staff, to include but not limited to: recruitment, appointment, contracts (including variation of contract), resignation, absence (including sickness). To liaise with the finance department to ensure that all changes for payroll purposes are accurately communicated.</p> <p>To produce the monthly report on sickness and absence to be shared with the finance team.</p>

To record and monitor staff absence and maintain Return to Work documentation.  
To liaise with the Director of People to organise absence review meetings for prolonged or frequent absence, in accordance with the academy's Sickness and Absence policy.

To assist with any first line HR queries, escalating to the Director of People as necessary.

To attend and minute HR meetings including absence and investigation meetings.

To continually review processes, systems and forms to ensure better and more efficient practice, in liaison with the Director of People.

To work with the Director of People on staff wellbeing provisions, including the academy wellbeing booklet and development of the staff intranet.

To complete and return the annual School Workforce Census to Dorset Council.

To maintain the staff tracker detailing starters, leavers and contract changes. To provide the Director of People with monthly staffing updates.

To provide HR data and reports for senior leaders and governors as required.

Ensure that Academy expectations in relation to all aspects of day to day practice are modelled, in order to support other staff in understanding and responding to high expectations required by the academy.

### **Recruitment**

To participate in the recruitment of staff and handle related administration. Ensure that the recruitment procedures are in line with academy policies.

To write and edit job adverts, job descriptions and person specifications for approved roles to be advertised. To continually review adverts in line with competitors and in response to recruitment success.

To monitor the recruitment email inbox to collate applications. To respond to any applicant questions and send out updates on shortlisting, including offers of interview and rejection emails.

To be responsible for managing the posting and removal of adverts on My New Term and ensure the academy website vacancy area is up to date and well maintained to aid recruitment.

To coordinate the interview process including producing interview plans and liaising with candidates, the senior leadership team and the catering team.

To assist with the initial induction and safeguarding training for all new starters.

### **Co-ordination of Absence and Special Leave Process**

To coordinate the absence request process for planned absence or cover requirements. To

input planned absences to SIMS and liaise with the leadership team to source appropriate cover arrangements.

To inform staff requesting cover of the decision of absence approval.

To liaise with recruitment agencies to organise staffing for short-term or long-term cover requirements. To be responsible for confirming hours and signing off weekly timesheets.

To maintain and update the Staff Supply Booklet with relevant information including system access, school timings and behaviour policies.

To meet with and direct temporary staff in the first instance. To ensure temporary staff are informed of academy procedures and have completed safeguarding training.

### **Training and CPD**

To maintain the National College and Blue Sky platforms to ensure staffing information is up-to date.

Assign National College courses to employees for induction and to meet compliance requirements.

Monitor completion of E-learning courses on National College to support compliance in the Academy. Provide data and reports as necessary.

Liaise with external training providers to arrange formal training for academy employees for compliance or CPD purposes.

Raise purchase order requisitions for all training courses.

### **Safeguarding**

To ensure all safer recruitment processes are followed.

To organise DBS applications for all new eligible employees and ensure that results are viewed and adequately documented. To report any concerns immediately to the Director of People and Designated Safeguarding Lead for staff.

To ensure all staff complete annual safeguarding training as part of their induction.

To ensure the Single Central Register is updated and maintained in line with guidelines

To liaise with Careers, Facilities, Pastoral and IT Departments to ensure that all visitors to the site have relevant pre-employment checks and safeguarding documentation before attending site.

### **Academy Policies**

To assist the Director of People with proof-reading policies as they are updated.

To ensure that in all HR, data protection and administrative areas the Academy is OFSTED compliant and OFSTED ready at all times, both in terms of practice and of record keeping.

**General and Office Administration Duties:**

To deal with general enquiries and phone calls from staff, external providers such as agencies and Dorset Council, and occasionally parents.

General filing, scanning and other administrative tasks.

To assist with staff management during fire procedures – to work with the Director of People to account for staff in the event of a fire drill. To coordinate and maintain the staffing lists required for a fire drill.

To provide occasional contingency cover for reception as required by the academy.

This job description is not necessarily a comprehensive definition of the combined posts. The posts will be revised at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. The job description is not necessarily a comprehensive definition of the post. It will be revised at least once a year, but may be subject to modification or amendment at any time after consultation with the holder of the post.

<b>Reporting to:</b>	Director of People (Head of Administrative Services)
<b>Responsible for:</b>	Providing an effective administrative support service to the Principal and an effective Human Resources management to the Principal and Academy Leadership Team.
<b>Liaising with:</b>	Principal, Vice Principal, Director of Finance, finance team, external agencies as appropriate, staff and students.
<b>Nature of Contract:</b>	Standard Terms and Conditions of Support Staff
<b>Salary Scale:</b>	Salary & hours subject to negotiation & experience.
<b>Disclosure Level:</b>	Enhanced
<b>Review Date:</b>	Annually as part of the Appraisal process.

**Section Two**  
**Professional Duties and Responsibilities**

<b>Ethos</b>	All academy post-holders are expected to support the sponsor’s vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors’ principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope.
<b>Self-Development</b>	To continually seek development opportunities to improve personal performance Vice Principal is advised of training needs. Development opportunities are sought/acted upon.
<b>Attitude</b>	To act as a professional and positive ambassador for the academy in order to support the academy’s mission and profile Positive/constructive feedback from parents/students/visitors/colleagues/ supporters will evidence supportive attitudes Level of self-motivation and encouragement of others. Will support development of the academy ethos and contribute positively towards the development of specialisms.
<b>Policy promotion</b>	To actively promote the academy’s Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
<b>Safeguarding</b>	To adhere to and follow the academy’s Safeguarding procedures in order to protect the safety of all children.
<b>Confidentiality</b>	To ensure confidentiality of the academy’s activities is maintained in order to protect the integrity of the organisation and its people.
<b>Flexibility</b>	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

**The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.