



JOB PROFILE

Job Title:	HR & Finance Administrator	School/Department:	Temple Moor High School and Sixth Form
Salary Grade:	Grade B1-B3 Actual: £21,233-£23,356 Full-time/Full year equivalent: £24,790 – £27,269	Working Hours:	Full Time 37 hours per week with suggested working pattern of: Monday to Thursday 8am – 4pm, Friday 8am –3:30pm <i>However, we are open to discussing alternative working hours.</i> Term Time + 5 training days, with 13 Weeks' holiday
Contract Type:	Permanent	Location:	East Leeds

Responsible to: Business and Operations Manager

Role Summary:

To deliver high quality, administrative support to the various Business and Operational teams across the school. Working flexibly to support peak times, which will be at various stages across the school year and for each area, Finance, HR, Catering, Reprographics, Reception, Premises & Compliance. This is a wonderfully varied and interesting role, requiring a keen focus on customer service and a solution centred approach.

Red Kite Learning Trust is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment.

Special conditions of service:

No smoking policy, including e-cigarettes.

Requirement to occasionally work outside of school hours and off school premises as required by the school.

Role specific responsibilities:

- Work as part of a team and using your own initiative to support the operational & business teams, providing an excellent service to students, colleagues and parents
- Liaise with colleagues to prioritise work to meet conflicting deadlines
- Maintain accurate records and track progress of work
- Use IT applications and databases effectively to deliver administrative tasks
- Input and retrieve data using computerised systems and software and create material e.g. posters and menus
- Collate and prepare information from a variety of sources including basic reports such as those relating to student data etc.
- Operate relevant equipment and ICT packages e.g. Microsoft packages such as Word, Excel, databases etc.
- Attend and participate in relevant meetings as required and take notes at meetings as appropriate
- Work with colleagues to help improve work organisation and effectiveness
- Provide cover for Reception
- Provide Reprographics support & services as required
- Provide First Aid cover as required (training will be provided)
- Contribute to the staff duty rota in line with support staff routines



HR Specific Responsibilities:

- To assist with employee related matters and support the maintenance of the HR Information systems
- To assist the HR Officer with maintaining employee sickness and absence records
- Update the Single Central Record and identity checks
- To provide support with the recruitment processes, including creating job packs, placing adverts, collating relevant information and requesting references
- Arrange and book training where required

Finance Specific Responsibilities

- To undertake general financial administration to support the Finance Assistant e.g. processing orders and monthly routines
- Maintain stock and supplies, cataloguing and distributing as required

RK People Responsibilities:

- Contribute to the overall aims and values of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required.
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Contribute to ensuring safeguarding procedures are in place and always used effectively.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the job profile, but which is in line with the general scope, grade and responsibilities of the role.

Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.



Our Trust Values



Collaboration

We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.



Integrity

We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.



Respect

We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

Our Trust Goals



We champion learning

Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



We promote wellbeing

Ensuring the wellbeing of every child and member of staff in our Trust.



We invest in our people

Supporting every member of staff throughout their career to be the best that they can be.



We innovate with technology

Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



We are our Trust

Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.





