

Job Profile: Administration & HR Lead

Grade: 7

Date created: June 2024

37 hours per week. 38 weeks + 5 INSET Days

Core Purpose:

- To take responsibility for the school's HR function by dealing with all matters relating to recruitment, sickness absence, requests for leave including maternity and paternity leave, training and any disciplinary matters.
- To lead and manage the school administration function.

Main duties and responsibilities include:

- Design, review and manage efficient and administrative systems and processes that meet the needs of the school including accurate induction of students onto SIMS and Capita, attendance and other data including school suspensions.
- Line manage the administrators across the school
- To oversee safer recruitment and 'onboarding' of new staff, including robust induction and probation systems
- Oversight of the school's communication, PR and marketing, including ensuring the school website is maintained to meet statutory requirements
- Management of staff attendance including monitoring sickness, organising external cover, dealing with absence requests
- Maintaining an up-to-date policy schedule, ensuring the school fulfils its statutory requirements
- Responsible for ensuring the Single Central Record is up to date for Management Committee members and all staff including agency staff, casual staff and volunteers.

Key Duties:

Administration

- To ensure that student data is accurately recorded and updated, monitoring the work of administrators to ensure compliance with school systems
- Line manage and appraise administrators to support them in their roles.
- Provide occasional reception cover in centres in instances of staff absence.
- Lead team meetings and arrange appropriate professional development for the administrators for CPD sessions
- To keep a policy renewal schedule and ensure all school policies are reviewed and sent to the Management Committee for ratification in a timely manner, making sure that staff are aware of any changes as needed.

HR

- Cover the daily staff absence line every school day and produce and submit weekly sickness returns for payroll.
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
- Manage the recruitment of new staff, including completion of forms for Schools HR, posting adverts externally, preparing interview packs, liaising with candidates, be responsible for the recruitment checks required when processing candidate information such as application forms, references, DBS etc.
- To review and authorise all requests for time off in accordance with the school's Leave of Absence Policy, escalating to the SLT only when necessary.
- To be the main liaison between the school and the school's HR Service provider and Employee Assistance Programme
- Convene and take notes and/or minutes of staff meetings that take place including attendance review, capability or disciplinary meetings and record and distribute as necessary.
- Arrange any Management Committee panel meetings relating to capability, health or disciplinary matters producing the necessary paperwork and distributing as needed.
- To maintain confidential staff records and to ensure that staff records held in school by others are kept confidential.
- Maintain the staff insurance policy and raise claims.
- Preparation and submission of workforce census
- To produce an induction pack and staff handbook for all new employees, agency staff and volunteers.
- To manage and maintain a record of the mandatory training for all staff and book refreshers for staff when required i.e. safeguarding, fire safety, food hygiene, asbestos and first aid.
- To co-ordinate all cover arrangements with regards to agency or supply staff that may be needed across all the sites and liaise with the agencies and appropriate accordingly.
- To maintain a stock of ID badges for all staff including volunteers and agency/supply staff across the Campus supporting the safeguarding arrangements for all visitors to the school site.
- Carry out necessary processes when staff leave the school

PR, Marketing and communication

- To ensure the school website is maintained to meet statutory requirements.
- To oversee and monitor the school's use of social media to engage with parents/carers and the wider community, ensuring that this is in line with online safety and staff code of conduct policies
- To ensure that the school's printed materials, letterheads and forms are professional and consistent with the vision and branding of the school.
- To oversee the production of the school prospectus and Altus School outreach services materials.
- To oversee the production and maintenance of school signage.

Generic

- Participate in training and other learning activities and performance development (appraisal) as required.
- To undertake any other reasonable duties requested by the Director or designated member of staff.
- Promote the welfare of children and young people and at all times and ensure safeguarding policies and procedures are followed

Person Specification

The ideal candidate will have:

Experience

- Experience of working in a school environment and undertaking school administration duties
- Experience of general employment practice and processes
- Desirable: Experience of line managing staff

Knowledge, Skills and Understanding

- Working knowledge of SIMS software
- Highly skilled in the use of office packages including word, excel and outlook
- Excellent organisational and time management skills
- Effective communication and interpersonal skills
- Ability to build effective working relationships with staff and other stakeholders
- Understanding of relevant school policies, procedures and awareness of relevant legislation such as safeguarding and employment conditions

Personal attributes and behaviours

- Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils
- Ability to work under pressure and prioritise effectively, using own initiative and showing resilience under pressure
- Ability to remain calm and professional at all times
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality

Education and Qualifications**Essential**

- GCSE grade C or above in English and Maths or equivalent
- Desirable: Further or higher education qualification/s in relevant field