

Post: Principal's PA & HR Support

Location:	Ormiston Endeavour Academy
Salary:	Grade 6 (£32,567 – £36,363)
Status:	Full time – Permanent
Contract	Academy
Hours:	37 hours a week, 44 weeks a year, flexible to meet the needs of the business
Responsible to:	Academy Principal

Responsible for

Providing excellent quality administrative support to the Principal.
Responsible for overseeing the administrative support services at the school.
Responsible for supporting school based HR including the payroll system, day to day HR advice for managers, working in conjunction with our specialist HR provider EPM.
Support the SLT with recruitment, including safer recruitment and take responsibility for the SCR.
Ensure staff and Governors are kept up to date with OAT HR policies and procedures.

Main duties and responsibilities

Leadership and management

- Work with the SLT to support the school in meeting its strategic and operational aims
- Attend meetings, as directed by the Principal
- Line management of the Office Manager
- To take responsibilities for associated budgets

HR

- Support in developing, managing and applying academy HR procedures and systems;
- Ensure that all Safer Recruitment practices are adhered to and maintain the academy SCR;
- Support managers in ensuring effective induction processes;
- Support all HR issues within the academy;

- Maintain employment records on the Academy's MIS
- Monitor staff absence and highlight any significant patterns or concerns to the appropriate line manager in line with the relevant policy
- Lead on the support staff appraisal and support staff continuous professional development;
- Support with payroll arrangements are secure and are managed effectively, to ensure that all staff are paid on time and any pension or other deductions are dealt with appropriately;
- Ensure that Trust HR Policies are adhered to and liaise with internal stakeholders and the external HR providers as and when required;

Communication

- To assist the Principal in dealing with correspondence and calendar events;
- To provide confidential administrative support where required;
- To provide administrative support to the Principal and other members of SLT;
- To ensure policies are up to date and available to all relevant stakeholders;
- To oversee communication materials sent to external stakeholders.

General responsibilities

- Be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Undertake any other duties commensurate with this role
- Be aware of, and support, differences and ensure equal opportunities for all
- Work with the Principal to promote the school within the local community using press and social media
- Adhere to at all times to the Trust's policies and procedures
- Maintain confidentiality of information acquired in the course of undertaking duties
- Ensure that work is completed in compliance with relevant legislation and procedures relating to this role
- Ensure GDPR principles are embedded in normal working practices
- Post holders may be required to work flexibly in order to meet the business needs. All staff are required to partake in performance management and training activities
- Be aware of safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policy.
- The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Academy's responsibilities towards safeguarding.
- The Trust expect that employees deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Academy's Code of Conduct and the equality policy objectives.

DBS

- An enhanced disclosure and barring check will be a requirement of the post

Person Specification

Attributes tested by Application, Interview, Task and References	
Qualifications & Experience	Essential E/ Desirable D
Experience of managing own workload, and supervising that of others, to meet conflicting demands and deadlines	E
Experience of using a range of applications within Office 365 including Word, Excel, Outlook, PowerPoint and Teams	E
Experience of operating as a personal assistant	D
Ability to work effectively to and with a range of stakeholders	E
Experience of line management or supervision of colleagues	D
Experience of School HR systems	D
Experience of working with HR	D
Experience of working within a school environment	D
Skilled in understanding and manipulating numerical and statistical data	E
Ability to lead and motivate a team including appropriate delegation of responsibilities	E
Excellent standard of spoken and written English including accuracy and presentation	E
Good interpersonal skills and confident communicator	E
Excellent numeracy skills	E
Educated to foundation degree, higher national diploma, degree or an equivalent professional qualification in: <ul style="list-style-type: none"> ▪ Business ▪ Management Or other discipline that aligns with job role	D
<ul style="list-style-type: none"> ▪ Minimum GCSE Maths & English Grades A*-C or equivalent. 	E
Relevant training and accreditation in administrative support and/or HR	D
Skills and Abilities	Essential E/ Desirable D
Ability to review systems to ensure the robust evaluation of performance and actions to secure improvements.	E
Strong listener and able to communicate in a clear and concise manner both on the telephone and face to face, who can effectively convey information at an appropriate level.	E
A strong ability to analyse, interpret and resolve problems and to develop, report and implement practical, workable solutions	E
Ability to complete work to the required standards and to agreed deadlines.	E
Ability to develop and maintain effective working relationships with a wide range of people.	E
Excellent organisational, communicating and problem-solving skills, with the ability to use own initiative and work proactively both in a team and independently.	E
Demonstrates a flexible approach to work to enable effective delivery of service.	E
Other Attributes	Essential E/ Desirable D

Attributes tested by Application, Interview, Task and References	Essential E/ Desirable D
Qualifications & Experience	
Proactive, flexible and adaptable.	E
Punctual and conscientious.	E
Prepared to challenge non-compliance.	E
Discretion, tact and confidentiality always.	E
Good time management and the ability to prioritise workload.	E
Able to work under pressure and to deadlines and deliver excellent attention and produce accurate results.	E
Evidence of successful team working.	E
Calm in a crisis to bring about resolution.	E
Ability to adapt to changes in the workplace.	E
Understanding and commitment to the safeguarding of children.	E
Commitment to the school ethos and aims.	E
Commitment to equal opportunities.	E
Accurate and fluent spoken English.	E
A commitment to safeguarding and promoting welfare for all	E
Exemplary levels of integrity	E