



Person Specification Castleford Academy Cover & HR Administrator

	Essential	Desirable
Qualifications	- GCSE Grade 4/C or above (or equivalent) in English and Mathematics. - Working knowledge of relevant policies, procedures, codes of practice and legislation, including safeguarding requirements.	- CIPD Level 3 qualification or willingness to work towards achieving it. - Further or higher education qualification in Human Resources, Business Administration, Management or a related field. - Relevant HR administration training or qualifications.
Skills and Abilities	- Effective use of ICT. - Ability to work constructively as part of a team, understanding Academy roles and responsibilities, including own. - Ability to work under pressure. - Good standard of numeracy and literacy. - Ability to build and form good relationships with pupils, colleagues and external agencies. - Ability to improve own practice/knowledge through self-evaluation and learning from others. - Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems. - Ability to absorb, understand and disseminate a wide range of information and deal with confidential issues appropriately. - Ability to effectively maintain records and systems.	
Knowledge & Experience	- Excellent verbal and written communication skills, with the ability to communicate effectively with staff, managers, candidates and external stakeholders. - Experience of working in an administrative environment. - Experience of managing confidential information and records.	- Experience of working in a school or educational setting. - Knowledge of school MIS systems (e.g. Arbor, SIMS or Bromcom). - Knowledge of HR administration processes and employment-related procedures.
Beliefs, Values and Personal Qualities	Highly confidential, highly professional.	



	• Demonstrates energy, enthusiasm and commitment to delivering a high-quality HR service. • . • Sensitivity and approachability. • Flexibility and adaptability. • Team Player. • Maintains a professional and positive attitude • • Willingness to support Academy events, including occasional work outside normal working hours where required. • Committed to supporting the Academy's vision and contributing to positive outcomes for all pupils • Committed to providing the best for all pupils.	
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Job Description
Cover & HR Administrator

RESPONSIBLE TO	HR Manager
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MAIN AREAS OF RESPONSIBILITY

- Organise and coordinate cover arrangements for planned and unplanned staff absences, ensuring effective deployment of teaching and support staff.
- Prepare and distribute cover arrangements to the Senior Leadership Team for approval and communication to relevant staff.
- Coordinate and support the induction process for newly appointed teaching, support and supply staff.
- Support the HR Manager with recruitment and onboarding processes, including pre-employment checks in accordance with Keeping Children Safe in Education (KCSIE) guidance.
- Provide effective HR administrative support across the employee lifecycle, maintaining accurate records, systems and documentation.
- Support absence management processes, workforce reporting and statutory HR compliance requirements.
- Maintain confidentiality and ensure employee data is managed in accordance with Trust policies and data protection legislation.
- Contribute to the overall ethos, values and strategic aims of the Trust and Academy.

Cover

- Liaise with supply and recruitment agencies to arrange appropriately qualified supply staff to cover all absences.



- Organise the appropriate deployment of teachers, supply staff, and cover supervisors cover all absences and emergencies.
- Provide staff with cover details at the start of the day and when emergencies occur.
- Act as the main point of contact for any problems that may occur in relation to cover.
- Provide a daily cover sheet, updated as required, to relevant areas and members of staff.
- Monitor the effectiveness of supply staff as per Academy policies and procedures, informing line managers of any concerns.
- Provide information and reports relating to cover arrangements to line managers and the Senior Leadership Team.
- Coordinate internal cover arrangements for examination periods, enrichment activities and academy events.
- Manage and maintain the Academy diary.

HR Administration

- Maintain records for staff cover to ensure regulations are adhered to.
- Maintain personnel records in line with the Trust retention policy.
- Administer recruitment processes, including right to work, DBS, reference and other pre-employment checks in line with Keeping Children Safe in Education (KCSIE) guidance.
- Ensure that all HR administrative duties, checks, and documentation are completed to a high level of accuracy.
- Log and monitor sickness on Arbor in accordance with the Academy's Managing Attendance Policy.
- Provide administrative support for confidential case work.
- Administer employee lifecycle processes including onboarding, probation, contractual changes and leaver processes.
- Provide first-line HR guidance and signpost managers and employees to relevant Trust policies and procedures, escalating complex matters to the HR Manager.
- Ensure all employee information is processed, stored and maintained in accordance with GDPR and Trust data protection requirements.
- Process recruitment advertisements for Castleford Academy.
- Ensure all HR systems are kept up to date and maintained on a regular basis.
- Ensure that all correspondence is dealt with promptly and professionally.
- Support the HR Manager in maintaining up-to-date job descriptions and person specifications.
- Maintain all employee data across the Academy systems and support the completion of the Academy Workforce Census.
- Support with the maintenance of the Single Central Record and support safeguarding compliance checks as required.
- Maintain and update the Academy training and CPD log.
- Deputise for the HR Manager to support with Fire Evacuation procedures.

Data Protection and Safeguarding

- To work and process personal and sensitive information in accordance with the Data Protection Act 2018, including the General Data Protection Regulations (GDPR).
- To ensure that you are kept updated with the requirements of Keeping Children Safe in Education and have responsibility for promoting and safeguarding the welfare of children and pupils.



Health and Safety

- Where appropriate, undergo Basic First Aid and Health and Safety training and update courses.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Cooperate with the employer on all issues to do with Health, Safety & Welfare.
- Support the Academy's implementation of all current statutory requirements, e.g., The Equalities Act and Child Protection legislation.

Continuing Professional Development

- Keep up-to-date and informed on changes to legislation regarding roles and responsibilities.
- In conjunction with the line manager, take responsibility for personal and professional development, keeping up-to-date with research and developments in HR which may lead to improvements in provision.
- Undertake any necessary professional development as identified in the Academy/Trust Development Plan, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

Candidates must also be willing to undertake any other responsibilities requested by the Headteacher.

All employees of the academy have a responsibility to promoting and safeguarding the welfare of children and young people.