

## JOB DESCRIPTION

<b>Job Title:</b> PA-HR Admin	<b>Reporting to:</b> Operations Manager
<b>Location:</b> City Academy	<b>Annual salary:</b> Grade 4a £32,094-£35,623
<b>Contract type:</b> Permanent	<b>Hours of work:</b> 37.5 hours per week TTO+3

### Job Purpose and Responsibilities

- The successful candidate will work with the Headteacher and Operations Manager to provide comprehensive and effective administrative support. You will provide a proactive, effective, and efficient day-to-day HR service for the academy, undertaking duties across various HR activities, including payroll and data management/ reporting, compliance, recruitment and selection, performance management, and associated HR administration.
- Providing an effective PA service to the Headteacher, including diary management, maintaining confidential records, supporting in meetings, i.e., minute taking, arranging travel, and booking rooms/venues as required.
- Take responsibility for the Headteacher's diary, liaising with relevant parties to organise meetings, appointments, and schedules effectively.
- Provide full secretarial support concerning the production of communications on behalf of the Headteacher, including drafting confidential correspondence and records, including word processing and electronic and manual filing systems.
- To take, receive and manage telephone calls and enquiries on behalf of the Headteacher as required.
- To assemble and prepare papers required by the Headteacher to attend meetings, prepare reports, or reply to requests for information.
- Proofread all School Policy documents and whole-school publications to ensure the information's integrity, consistency, and appropriateness.
- Provide admin support for day-to-day people management issues in school, such as absences, leave of absence requests, and coordinating flexible working requests.
- Provide admin support to monitor the completion and return of RTW forms.
- Coordinating recruitment activities including but not limited to arranging shortlisting panels, interviews, inviting candidates to interview, right-to-work compliance, DBS applications, overseas/Visa checks, section 128 and prohibition checks.
- Set up files for new starters, collating all pre-employment checking information in liaison with the Central HR team and ensuring compliance with GDPR.
- Provide admin support to the Ops manager for the induction process for all new staff to the school (including the issuing of ID cards, lanyards, basic H&S site-specific

information, setting up EduCare profiles, etc.) and oversee the administration processes involved when a member of staff leaves including exit interviews.

- Maintain and keep the SCR up to date, ensuring compliance with GDPR.
- Coordinate and review the agency costing spreadsheet and provide this information to the central team as required.
- Coordinate marketing activities, liaising with our third-party provider for support.
- To monitor and respond to the school's 'enquiry' email address, directing mail as appropriate.
- To ensure appropriate support for the effective delivery of the curriculum.
- Assist with specific administrative tasks as and when required.
- Ensuring the MIS system is up to date and contains accurate up to up-to-date information.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Carry out all duties concerning the school's policies and codes of conduct.
- Participate in training and other learning activities as required and participate in appraisal and professional development.
- Have a thorough understanding of GDPR and ensure compliance at all times.
- Any other duties as appropriate to the post.

The above is not exhaustive and may be amended commensurate with the post holder's salary and grade as required by the Headteacher.

#### **Special Conditions of Employment Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions, cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

## Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

## Equality and Diversity

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

## Training and Development

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

## Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

**CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.**

<b>Job Description Reviewed on:</b>	
<b>Job Description Reviewed by:</b>	