

HR & Administration Assistant

Job purpose including main duties and responsibilities

Main objectives of the post

- To provide HR and admin support to the School.
- To provide a reception service to the school.
- To provide general admin support to the school.
- Specific responsibilities include creation and maintenance of accurate and confidential records, and complying with data protection laws.

Main duties and responsibilities

Administration Duties

- Conduct general reception duties, including answering and dealing with telephone enquiries, taking and acting on messages, maintaining the Inventory visitor log, checking own and school admin/info email accounts regularly throughout the day, dealing with correspondence and general admin.
- Act as first point of contact for the Senior Leadership Team, including telephone enquiries, dealing with customer complaints, receiving visitors and arranging hospitality.
- Oversee the accurate recording and updating of pupil and staff information on Arbor/SIMs and any other school packages.
- Perform housekeeping tasks regularly on Arbor/SIMs to ensure data is kept up to date.
- Produce and send communications to prospective parents, parents and staff, via email and the school communication packages.
- Complete the school census data returns and submit to the DfE COLLECT portal.
- Set up ArborPay/Parent Pay accounts for staff and pupils.
- Liaise with the kitchen staff, maintaining daily dinner registers, providing meal reports to the kitchen and updating ParentPay (where appropriate).
- Keep the evacuation grab and go bucket up to date and undertake fire warden duties.
- Take an active role in personal professional development and engage pro-actively in the appraisal process.

Safeguarding Duties

- Maintain the Single Central Record, entering all DBS and ID check information in a timely manner.
- Check that all visitors to the school have the appropriate checks and ID before issuing lanyards and allowing access to the site.
- Liaising with third parties to obtain and file letters of assurance that all safer recruitment checks have been carried out, in advance of the visitor attending school.
- Administer First Aid to pupils and staff, liaising with senior staff and parents and logging the event on Medical Tracker and completing incident report forms.

- Update medical, allergy and dietary information for pupils and staff, ensuring that all allergy processes are adhered to, including communicating to staff, issuing allergy lanyards and updating allergy photo wall/report.
- Liaise with the SENDCO in order to maintain Health Care Plans for pupils and staff.

Marketing Duties

- Promoting a positive welcome to the school to pupils, parents and visitors and ensuring that the foyer and admin office is presentable and professional at all times.
- Organise school events including open days and parents evening, as required.
- Assist with marketing and promotion of the school, including producing, displaying and distributing posters and flyers.
- Manage and update the school website and any social media accounts
- Produce and distribute the school newsletter, liaising with staff members in order to obtain high quality articles in a timely manner.

Organisation Duties

- Contribute to the planning, development and organisation of support service systems, procedures and policies
- Manage the administration of the extended schools clubs, producing a half termly timetable in conjunction with the relevant stakeholders and set up the clubs and registers on Arbor/SIMs.
- Manage administration of facilities including use of school premises
- Liaising with lead teachers to set up school trips in accordance with the Educational Visit Policy and school procedures, including communications with the lead teacher and kitchen regarding lunch arrangements.
- Managing the admin and booking processes for Breakfast and After School Clubs.

Human Resources (HR) Duties

- Maintain confidential staff records.
- Provide HR admin support to Central / School Business Manager and Headteacher.
- Undertake Safer Recruitment and other specified training.
- Process DBS applications for staff, governors and volunteers, checking the ID documents as per guidance.
- Recording DBS and Safer Recruitment checks on the SCR.
- Monitoring the SCR to ensure that staff, governor and volunteer DBS certificates are renewed every three years.
- Support the Central/School Business Manager in completing the School Workforce return and submitting it on the DfE COLLECT portal.
- Recording staff absences on Edupay and Arbor/SIMs in a timely manner, liaising where appropriate with the Senior Leadership Team and issuing a weekly report of absences to the Headteacher.
- Monitoring the completion of return to work forms and liaising with line managers for any outstanding documents.
- Producing 12 monthly staff absence reports for the Headteacher to support the monitoring of trigger levels.

- Supporting recruitment through the printing of interview packs and completing ID and right to work checks for applicants.
- Sending new starter forms to new recruits, entering them on to Edupay and Arbor/SIMs, setting up log ins, ID cards and all other aspects of the New Starter Checklists, as well as liaising with the TPA Recruitment team as required.
- Completing Leaver Checklists, ending staff on Edupay and ensuring all keys, equipment and ID cards are returned.
- Overseeing the administration of the Volunteer Application process, requesting references and liaising with the Volunteer Co-Ordinator.
- Completing the administration and processes for new and departing governors, student teachers and long term supply workers.
- Liaising with the Headteacher and Business Mgr. to co-ordinate the issue and collection of annual policy acknowledgements
- Recording training and policy acknowledgements on Arbor/Sims and saving training certificates/signed forms to staff files.
- Monitoring training completion via VWV and through returned certificates, following up with staff on outstanding items, to ensure timely completion within deadlines.
- Maintaining staff records on Medical Tracker, including adding/removing staff and users, recording first aid qualifications and booking first aid courses as qualifications come up for renewal.

Personal Specification

Qualifications and training	Criteria	
Numeracy/Literacy qualifications (GCSE English and Maths A-C or equivalent).	E	
NVQ level 3 or equivalent qualification or experience in relevant discipline.	D	
First aid training.	D	

Experience		
Minimum 1 years experience in a finance / busy admin department	E	
2 years experience in a school or educational environment	D	

Skills and Knowledge		
Excellent communication skills (including written, oral and presentation).	E	
Good typing skills are essential	E	
Excellent literacy and presentation skills to undertake a variety of tasks, e.g. marketing communications, parent letters, website content and producing correspondence on behalf of the Leadership Team	E	
Able to undertake short and long term planning, e.g. managing own workload, managing the work of others, ensuring deadlines are met, planning for school activities.	E	
Able to work accurately and with attention to detail.	E	
Excellent knowledge and understanding of relevant ICT packages, including Excel, Word, PowerPoint and Arbor/SIMs.	D	
Good knowledge and experience of managing a website.	D	
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation, including the safeguarding of children and young carers.	D	
Committed to safeguarding and promoting the welfare of children and young people	E	

Personal Attributes		
Model and shares the school and The Pioneer Academy's vision and values.	E	
Able to use own initiative with confidence, driving initiatives forward and work as a member of the wider school team.	E	
Able to relate well to pupils, staff and parents/carers.	E	
Able to demonstrate sensitivity, tact and confidentiality particularly when dealing with issues.	E	
Be able to work calmly in pressured situations.	E	
Able to deal with more complex queries and know when to refer to more senior staff.	E	
Ability to self-evaluate learning needs and actively seek learning opportunities.	D	
Approachable and honest; has presence and is highly visible to pupils, parents/carers, staff and the wider community.	E	
Ability to demonstrate flexibility in relation to assigned roles.	E	

Special Requirements		
Be able and willing to work outside normal hours, if required, in order to meet the demands of the role	E	
Suitability to work with children	E	

KEY

E/D Essential or Desirable

Assessed through: A = Application Form / I = Interview / T = Task