

MAGDALEN COLLEGE SCHOOL

***We are committed to the protection and safety of our students
and expect all staff to share this commitment***

JOB DESCRIPTION

Post Title	HR & Cover Administrator
Postholder	
Hours of work	37 hours per week, 40 weeks per year – 1 hour lunch break
Reporting to	Admin Manager
Specific responsibilities of the post	<u>Cover</u> 1. On a daily basis, to ensure all lessons for absent teachers are covered by an appropriate adult. The absences may be planned or unplanned. As the only member of staff present at the start of the day there is a high level of autonomy to ensure the daily task of cover is completed prior to the start of the school day. 2. To use knowledge of staff to identify the most appropriate cover supervisor or supply teacher to cover lessons in different subjects to ensure the learning of students is unaffected. A good knowledge of the skills of the staff base is essential for this. 3. To engage supply teachers and agency teachers to ensure all lessons during the school day can be delivered by an appropriate adult. To forecast and identify when supply teachers will be required to avoid miss-management of funds. These decisions are regularly made prior to the line manager being on site. 4. To provide confidential returns for all staff absence and supply teachers' hours worked to payroll and Human Resources to ensure correct pay is administered. 5. Professional development training for teaching and support staff: To maintain the CPD portfolio for each member of staff. This involves liaising with the member of SLT responsible for CPD. 6. To provide administrative support on a range of tasks involving confidential and complex documents; such as suspensions, permanent exclusions and transfer of safeguarding files. This involves liaising with WNC systems, other schools and members of SLT. 7. To provide administrative assistance for Curriculum Projects and events – Extended Learning Days 8. To manage in-year and year 7 admissions process and provide administrative support for year 6 -7 transition. To liaise with WNC systems regarding student transfers and other schools. 9. To create of timetables for induction week. 10. To support with administrative tasks such as data entry/ student timetables 11. To provide cover on reception as required

	<u>HR Administration</u> 1. To ensure that the safeguarding of the students is the top priority when appointing new staff. 2. To ensure the Single Central Record database is kept up to date and undertake audits to ensure the database is fully compliant with OFSTED requirements (in conjunction with Business Director). 3. Provide weekly SCR report to Headteacher 4. Provide a full, efficient HR Service using EPM portal and database 5. Assist with, and organise, all aspects of the recruitment and selection process liaising with prospective applicants, interviewees and referees etc. 6. Maintain the HR database and staff files with accurate and up to date details and employment records in a timely manner. 7. Ensure compliance with GDPR, guaranteeing that HR information is up to date and staff are aware of the data that is held on them and for what purpose 8. Support the Headteacher and governing body in meeting statutory obligations 9. Disseminate policy and procedures relating to employees and employment issues and advise senior managers on actions required. 10. Ensure risk assessment is put in place when required. 11. Maintain and implement all records & processes relating to recruitment, induction & probation, including archive material. 12. Working with EPM to ensure that all personnel letters are produced & sent in a timely manner. 13. Ensuring all school-based personnel records (inc electronic files) are accurate & kept up to date & confidential 14. Maintaining SIMS & EPM up to date with staff personnel information 15. Undertaking delivery & administration of OH records. 16. Ensure staff leaver processes are followed, including completion of leavers form on Sharepoint, return of any school property i.e. laptop 17. Registering Early Career Framework teachers on the ECT Manager website at the point of arriving in school. 18. Destroying HR paperwork securely in line with GDPR To carry out other administrative duties as required
Responsibilities as a member of staff	1. To ensure that the safety and welfare of all students is given priority at all times 2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise 3. To ensure an appropriate individual response to whole school priorities 4. To engage actively in the Performance Management Review Process 5. To implement all school policies 6. To attend all meetings as directed 7. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.

Personal Qualities; the postholder is expected to be:	1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School 2. Committed to ensuring the safety and welfare of all students at all times 3. Committed to team work within all aspects of the school 4. Proactive in terms of furthering their knowledge and skills 5. Punctual for all commitments 6. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.
This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.	

SignedPost holder

.....Line manager

Date