

## Job description

Frances Bardsley Academy for Girls & The Bridge are part of the LIFE Education Trust, a group of schools that work together and have the same mission, to build great learning communities which unleash creativity and champion optimism, in a spirit of compassion.

We are looking for brilliant people to join the LIFE family who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

Job Title	People Assistant
<b>Grade</b>	2.3 – 2.4
<b>Employment Status</b>	Permanent
<b>Hours per week</b>	14.4 hours
<b>Days per week</b>	2 days –Thursday & Friday
<b>Weeks per year</b>	38 weeks (term time) + 1 day
<b>Reports to</b>	Hub Operations Manager
<b>Job Purpose</b>	
	To provide professional administrative and clerical support to the People Function, Hub Operations Manager and Headteachers
<b>Specific Duties</b>	
	<ul style="list-style-type: none"> <li>• Provide high-quality clerical, administrative, and reprographics support as required by the People Function and Hub Operations Manager, ensuring all deadlines are met.</li> <li>• Arrange HR-related meetings as requested, ensuring confidential locations are secured and all necessary documentation is prepared in advance.</li> <li>• Support the end-to-end recruitment process, including uploading advertisements and supporting documents, monitoring incoming applications, requesting references, scheduling interviews, liaising with candidates, and providing on-the-day support.</li> <li>• Communicate professionally with new appointees and distribute all necessary onboarding information.</li> <li>• Assist with essential pre-employment background checks for new appointments, including mandatory prohibition checks</li> <li>• Process new starters and leavers, liaising with the People Support Officer and Hub Operations Manager to ensure accurate payroll notification</li> <li>• Support the management and maintenance of the Bromcom Personnel Database and the Single Central Record (SCR), ensuring records are well-ordered, accurate, and completely up to date for both schools.</li> <li>• Oversee staff absences by ensuring standard sickness procedures are closely followed, alongside issuing, collating, and recording return-to-work paperwork.</li> <li>• Book meeting rooms, welcome external guests, and serve refreshments as required.</li> <li>• Coordinate resources and maintain personnel files, ensuring confidential information is filed securely and in a timely manner.</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinate the distribution, collection, and accurate record-keeping of annual leave and additional days forms.</li> <li>• Assist the Hub Operations Manager with general administrative duties as required</li> </ul>
<b>General</b>	
	<ul style="list-style-type: none"> <li>• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• Comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• Support the ethos of the Trust</li> <li>• The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteachers or Operations Manager to carry out appropriate duties within the context of the job, skills and grade.</li> </ul>

This Job description is current at the date shown, but in consultation with you, may be changed by the Headteachers to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the job description

Signed: \_\_\_\_\_ (People Assistant)      Date: \_\_\_\_\_



# Person Specification

## Knowledge, skill and experience requirements

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R) Task (T)
<b>Education and Qualifications</b>		
Suitable in working with children and young people	E	A, R
Previous experience of working in a school office or similar environment	D	A, I, R
Experience of working successfully with children	D	A, I
Good standard of general education with evidence of qualification and capacity with numeracy and literacy skills	E	A, Y
<b>Key Skills and Abilities</b>		
Demonstrate good communication skills, both oral and written, including presentational skills.	E	A, I, T
Advance MS Office skills	D	A, T
Experience of school-based software systems	D	A, T
Ability to work in a busy environment	E	A, I
Ability to work with a variety of Stakeholders	E	A, I
Ability to form and maintain good relationships	E	A, R
Strong organisational, project and time management	D	A, T
Ability to work as part of team or independently	E	A, I, R
Ability to inspire and motivate	D	A, R
Ability to prioritise, plan and organise with attention to detail	E	T, R
Demonstrable discretion	E	I, R
<b>Attributes</b>		
Reliable, respectful, responsible and conscientious approach. Demonstrates integrity	E	A, I, R
Flexibility to deal with the diverse needs of the post including ability to prioritise when balancing a number of different workrequirements and projects	E	A, I, R
Establish and maintain appropriate professional relationships with staff and students.	E	A, I, R
Sense of humour and equable temperament	E	I, R
Able to remain calm and composed under pressure and work to deadlines	E	I, R
Commitment to and understanding of equal opportunities and safeguarding	E	I, R
Reliable and a good time keeper	E	I, R
Adopts a positive attitude	E	I