

SUPPORT STAFF: JOB DESCRIPTION & PERSON SPECIFICATION

Position Title	People Administrator
Reporting to	Senior People Officer
Hours	30 hours per week/52 weeks per year
Grade/Point	C 6 to 7

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Job Purpose:

- To support the day-to-day effective running of the People directorate, ensuring the systems, practices, and administration are coordinated efficiently and expediently.
- Escalating queries/complaints appropriately and in a timely way to give assurance and confidence to the enquirer.
- To work closely with school staff to provide efficient support across the trust to ensure uninterrupted learning and education to create a great pupil experience.
- Receiving and responding to all communications in a timely way. You will be acting as a point of contact for recruiting managers, applicants and interviewees.

Main Duties and Responsibilities:

Recruitment

- Receiving and responding to all communications in a timely way. You will be acting as a point of contact for recruiting managers, applicants and interviewees.
- Supporting recruitment managers with posting and managing job adverts on MyNewTerm
- Liaising with candidates, requesting references and arranging interviews
- Ensuring all recruitment and pre-employment checks are conducted in accordance with Safer Recruitment guidance as per KCSIE and in line with the Trust recruitment policy.
- Prepare and send out recruitment correspondence for interviews, planning interview schedule, notifying candidates of date, times and venue, ensuring presentation/test details, terms and conditions etc. are included as required. Ensure that interview material and all necessary is prepared and sent to the appointing manager and interview panel in good time.
- Highlighting concerns or delays relating to recruitment with the relevant people
- Raising offer letters and contracts in line with information supplied from hiring managers and employment law.
- Maintaining school records to ensure compliance with statutory and organisational policies and regulations including safeguarding.

Safeguarding

- Supporting school Designated Safeguarding Leads, Admins and Principals with matters relating to their Single Central Records
- Ensuring all records are kept securely and recorded accurately in line with departmental procedures.
- Maintaining highest levels of confidentiality

General

Be adaptable and resilient, ready to undertake a diverse range of tasks including the following:

- To ensure the smooth day to day operation of the People administration service to the Trust, maintaining efficient and effective administrative processes and procedures.
- To provide efficient administrative support and assistance to the People Manager.
- Respond to queries raised via the ticketing system, in a professional and effective manner
- Have a solution-based attitude, and be a proactive thinker
- Answer telephone calls from stakeholders, and respond and action appropriately any queries
- Complete reports and ad hoc projects as and when required
- Support the team with other administrative functions including, offboarding, orientation, training and recording maternity leave.
- Support with induction of new starters, including welcoming and basic training.
- Any other general administrative duties as required
- Arranging refreshments for training, and visitors as required

Data Protection / General Data Protection Regulations Compliance

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Professional Qualifications and Learning	5 GCSEs at grade C/4 and above, or equivalent; Including English & Maths	- First aid qualification - Level 3 administration qualifications
Experience	- Good understanding of IT systems including Email, Spreadsheets and Word Processing - Previous administration experience - Previous experience in a customer facing role - Good Understanding of safeguarding	- Knowledge of CRM databases - Office based experience - Experience of working with MS Teams - Working with Microsoft Office applications.
Skills	- Ability to communicate effectively, verbally and in writing - Excellent grammatical, spelling and punctuation skills. - Ability to manage time effectively - Ability to work on own initiative and to meet deadlines - Ability to work effectively as part of a team and work collaboratively - Strong organisational and planning skills	Ability to solve problems and find creative solutions
Personal Qualities	- Calm under pressure with a flexible and adaptive and highly professional approach to their work - Reliable and trustworthy - Embodies the Trust's vision and values "Can do" attitude - Friendly persona - Awareness to and commitment to equality - Displays understanding & commitment to the protection and safeguarding of children and young people	- Committed to personal and professional development - A belief in the ability of children and young people to achieve and overcome obstacles to their learning - Up to date knowledge and understanding of relevant legislation and guidance in relation to the protection and safeguarding of children and young people

Dartmoor Multi Academy Trust is an equal opportunity employer.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

You will have undertaken an Enhanced Disclosure via the Disclosure Barring Service (DBS).

Signed.....

Dated.....