



Ash Manor School

Aspire and Achieve



JOB DESCRIPTION & PERSON SPECIFICATION

CONTRACTUAL DETAILS	
Post Title:	Human Resources and Administration Assistant
Grade:	Surrey Pay Grade 5
Hours:	36 hours per week, 42 Weeks per year incl 5 days INSET
Line managed by:	Finance Manager
ROLE PURPOSE	
<i>This is a draft job description and the areas of responsibility will be developed throughout the year to reflect the strengths of the post holder, their areas for development and aspirations.</i>	
<ul style="list-style-type: none">❖ To lead, manage, develop and promote the human resources function within the school ensuring adherence to statutory provisions in respect of recruitment, employment, equality, and health and safety obligations.❖ To promote an efficient, confidential, courteous HR service to individual members of staff❖ Provision of secretarial and administrative support	
CORE ACCOUNTABILITIES & ABILITY STATEMENTS	
Administration	
<p>To maintain confidential, secure and accurate personnel records and systems in accordance with approved regulations and practice as advised by the School's Personnel Services and/or the Government</p> <ul style="list-style-type: none">❖ Maintain an up to date Single Central Register.❖ Maintain an up to date database and manual personnel records.❖ Ensure that all staff are made aware of current legislation and school policy.❖ Provide administrative support with internal staffing issues.❖ Complete accurately any statutory returns required including the annual Workforce Census.❖ Regular updating of school policies related to personnel.❖ Prepare absence reports for the Headteacher and governors as requested.❖ Work with the SLT and School Business Manager to ensure the effective performance management and appraisal of staff.❖ Work with the SLT and School Business Manager to ensure that the Code of Conduct for staff is appropriate, effective and well-communicated to all staff.❖ Advise senior managers on the correct procedures to be followed in managing staff absence and sickness.	

Salary Processing

To provide an efficient service to all members of staff with regard to their salary payments

- ❖ Ensure that the School operates in accordance with current payroll and personnel legislation.
- ❖ Co-ordinate the annual teacher performance related pay (PRP) analysis.
- ❖ Issue annual staff Statements of Salary.
- ❖ Issue amendments to staff contracts as necessary.
- ❖ Maintain a record of staff absences, raising concerns as appropriate.
- ❖ Dealing efficiently with staff queries on pensions.

Staff Recruitment & Induction

To implement Human Resource strategy once approved providing an efficient administrative service with regard to all aspects of staff recruitment ensuring that school practices meet Safer Recruitment requirements

- ❖ In liaison with the Headteacher's PA create and arrange for the relevant advertisements to be published in the appropriate medium.
- ❖ Process applications and reference requests efficiently and promptly, ensuring that all paperwork is timely.
- ❖ Organise the interview process.
- ❖ Produce letters of appointment.
- ❖ Prepare staff contracts and process pre-employment medical and Disclosure & Baring Service (DBS) checks.
- ❖ To be proactive in ensuring that any relevant Personnel issues are brought to the attention of the Headteacher e.g. non return of medical / police checks.
- ❖ Liaise with supply agencies in respect of long term staffing supply cover.
- ❖ Ensure the recruitment and continued employment of migrant workers complies with UK Government regulations/instructions.
- ❖ Undertake a comprehensive induction process for all new employees to include required procedures and health & safety responsibilities.
- ❖ Annual and on-going updating of relevant sections of The Staff Handbook.

Training & Development

- ❖ Advise senior managers and staff on appropriate staff training and development procedures.
- ❖ Liaise with senior managers in identifying appropriate training in accordance with performance management needs.
- ❖ Undertake booking of external training courses.

Administration Tasks

- ❖ Covering main reception and Student Reception
- ❖ Recruiting lettings and managing all paperwork
- ❖ General administration
- ❖ Provide support for other members of the office team as required
- ❖ Produce weekly bulletin
- ❖ Maintaining fire registers
- ❖ Provide 1st aid when required

Liaison

- ❖ SLT
- ❖ Teaching and Support Staff
- ❖ External agencies as appropriate

Corporate & statutory initiatives – equalities/health & safety

- ❖ Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace

Undertake training as required

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.

Signed by Job Holder: Date:

Signed by Line Manager: Date:

HUMAN RESOURCES OFFICER: PERSON SPECIFICATION

Attributes	Essential	Desirable	Evidence
Education, Training and Qualifications		CIPD qualification	Application form and letter
Experience and Knowledge	<ul style="list-style-type: none"> • Can demonstrate the capacity to work effectively with a range of people at a professional level • Is able to work independently and autonomously as well as within a team • Experience of working in an administrative position 	<ul style="list-style-type: none"> • Experience of working in an HR administrative role • Knowledge and working experience of Secondary School administration at an appropriate level to include use of SIMS, knowledge of Teachers/School Conditions of Service 	Application form, letter and reference
Self Management Skills and Abilities	<ul style="list-style-type: none"> • Can anticipate problems and implement solutions • Excellent communication skills, both verbal and written • High level of ICT skills, particularly Excel and Word. □ • Highly organised • Prepared to undertake professional training as necessary to carry out the role effectively • Can maintain confidentiality in the working environment 		Letter References Interview
Motivation and Personality	<ul style="list-style-type: none"> • An interest in educational issues • Enjoys the company of young people and others typical of those one would expect in a school • Positive attitude • Initiative and self-motivator 		Letter References Interview
Personal	<ul style="list-style-type: none"> • Excellent time-management and multi-tasking skills • Ability to work under pressure and to tight deadlines • Is committed, resilient, robust, resourceful, keen and enthusiastic • Can demonstrate fairness, honesty and integrity • Committed to safeguarding and promoting the welfare of students and Ash Manor School 		References Interview
Safeguarding	<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.</p>		