



<b>Job Description</b>	
<b>Job Title</b>	HR and Personnel Administration Officer
<b>Grade</b>	Band 3 (to midpoint)
<b>Reports to</b>	Office Manager, Headteacher & other Senior Leaders <span style="float: right;">Attend Aspire Achieve</span>
<b>Responsible for</b>	Office & Catering Staff in the Absence of the Office Manager
<b>Liaison with</b>	Office Manager, Headteacher, Other staff, Pupils, Parents, External Agencies, Visitors, ECC Staff, Governors
<b>Job Purpose</b>	Undertake personnel related and some other administrative work to ensure an efficient and effective administrative service for the school
<b>Duties</b>	<p><u>Personnel</u></p> <ul style="list-style-type: none"> <li>• Manage all administration arising from staff absence including arranging cover and recording manually and electronically. Submitting all returns as required</li> <li>• Produce weekly staff attendance reports for Senior Leadership Group</li> <li>• To work with the Headteacher supporting all HR matters</li> <li>• To be responsible for all personnel matters relating to all staff clearance for new staff – medical, child protection and to arrange the issue of contracts of employment</li> <li>• To maintain confidential staff records</li> <li>• To co-ordinate the recruitment of all staff under direction from Senior Leadership Group</li> <li>• Maintain manual and computerised personnel records</li> <li>• To assist in the induction of new staff including arranging probation meetings with SLG</li> <li>• Advise school staff on personnel related matters, taking advice as necessary</li> <li>• Updating staff payroll</li> </ul> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>• To ensure that reception, telephones and post are adequately staffed</li> <li>• To produce correspondence, reports etc as required, using various software and modules</li> <li>• To maintain, update and distribute lists and other information to all staff</li> <li>• To deal with day to day telephone system issues, liaising with Office Manager and suppliers as necessary and ensuring information is communicated effectively to all staff</li> <li>• To assist the Headteacher in the event of Office Manager's absence</li> <li>• Other general office and admin duties, including liaising with parents if required;</li> <li>• To ensure that all student related word processing and other services to staff and departments are dealt with in a timely manner</li> <li>• To manage the schools' website</li> <li>• To assist the Catering Manager as required ensuring all training is up to date.</li> <li>• To book and record all training and CPD for all staff in school under guidance from the Assistant Headteacher. This includes updating the training records for personnel on SIMs.net</li> <li>• Complete such returns as may be required by the LEA, DfES etc</li> <li>• Advise on and implement appropriate administrative systems/procedures</li> <li>• Take minutes as requested</li> </ul> <p><u>General</u></p> <ul style="list-style-type: none"> <li>• To 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>• To comply with individual responsibilities in accordance with the role, for health and 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>• The Governing Body 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 or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade</li> </ul>

**PERSON SPECIFICATION – HR and Personnel Administration Officer**

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of administrative work in a busy school environment Educated to NVQ Level 3 or equivalent Completion of DCSF Induction programme
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use photocopier Ability to use word processor and basic databases
<b>Communication</b>	Written	Ability to complete forms, write routine letter
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of the learning experience provided by the school in relation to the role
	Child Development	Understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Line Management	Ability to lead and motivate a team
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance