

JOB DESCRIPTION

Job Title: Team Leader – HR/SLT

Grade: SO2

Salary Range: SP32 – SP34

Responsible to: Headteacher/Executive Business Manager

Responsible for: Administrators x 3

Job Purpose – to include HR & SLT Administration

The Administrative team are the main and first point of contact for the majority of visitors/callers to the school and as such are pivotal in projecting the schools positive, welcoming ethos and values. They are therefore, expected to demonstrate exemplary customer service and a can-do approach to both internal and external customers.

As the Team Leader you will be a key member of the school's office team leading the administrators to ensure there is efficient, effective organisation and administration of school business processes, procedures and policies. Delivering the best possible service to all stakeholders to facilitate efficient and effective service for teaching and learning across the school.

Key External Contacts

Education Agencies, Local Authority, Parents & Carers, Suppliers and Contractors

Key Internal Contacts

School Staff, Academy Council, The School Community, Pupil and Central Trust Team;

Duties:

HR Administration

Recruitment:

1. Organise recruitment process from start to finish (adverts, recruitment packs, contacting candidates, interview schedules including the organisation of the interview day, obtaining references and starter pack information).
2. Organising and monitoring paperwork for newly recruited staff to ensure all safeguarding regulations are adhered to.
3. Ensure HR files are audited and kept up to date;
4. Organise internal induction and ensure candidates have undergone the Trust induction during their first term;

Safeguarding & the SCR

1. Update the Single Central Record for all staff, Governors, volunteers, regular visitors and contractors at the academy (including DBS information, identity confirmation, entitlement to work in the UK and qualifications).

Team Leader – HR & SLT Administration

2. To ensure that all visitors to the school provide the required information and are subject to the necessary checks to enable and facilitate the day to day upkeep and maintenance of the Schools Single Central Record;
3. Maintain holiday records and other relevant internal HR administration systems such as recording of absence and ensuring up-to-date contact and contract details are on file;
4. Completion and submission to the DFE of the staff workforce return.

Absence Management

1. Ensure that all return to work forms are filled out ready for the employee to collect following an absence;
2. Updating absence data on the MIS and tracking spreadsheet, to alert the absence lead when an absence indicator level has been triggered in line with the sickness absence policy;
3. Compile a report summary of staff absence for the Headteacher at the end of every half term;

Contracts:

1. Generate staff contracts for new employees;
2. Ensure all employees have a contract;
3. Generate variation letters to changes in terms and conditions;

Payroll/Reporting:

1. Input the monthly payroll on the Trust's payroll providers portal; (overtime, variations, absence etc)
2. Complete KPI returns for the Director of HR;

Administrator to SLT

1. Liaise with the SLT team on a daily basis and carry out any tasks as required;
2. Taking minutes as and when required for SLT and the Central Lime Trust Team;
3. Confidential admin support for the SLT;
4. Filing of confidential information;

General:

1. To assist the other member of the Admin Team at peak times with routine reception/visitor matters, ensuring that everyone receives a welcoming positive; helpful response and that messages and calls are efficiently processed;
2. To be aware of and follow school policies and procedures for visitors in school;
3. To use and update the management information system (SIMS) for staff and/or paper-based filing systems to enter records and retrieve data;
4. Provide general clerical/admin support e.g. photocopying, filing, complete standard forms, responding to routine correspondence;
5. To produce letters, and documents as required;
6. PFI contract management including reporting all issues to Kier Helpdesk;
7. To implement and update fire evacuation procedures;
8. To ensure Academy is GDPR compliant at all times;

9. Line management of administrator including performance management and annual appraisal;

Resources

1. Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet);
2. Operate office equipment e.g. photocopier, computer;
3. To ensure that lost property is effectively tidied, re-distributed and managed within the school;
4. To use the school reprographics systems to copy and distribute documents, make sure there is a supply of the materials required to operate the systems and report and record faults;
5. Provide general advice and guidance to staff, pupils and others;

Responsibilities

1. To line manage the school administrators in accordance with and contribute to the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job;
2. Be aware of and comply with all policies and procedures including those relating to child protection, health, safety and security, confidentiality, equal opportunities and data protection, reporting all concerns to an appropriate person;
3. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment;
4. Appreciate and support the role of other professionals;
5. Ensure the development and progression of equality within the sphere of responsibility to this post and the fair and equal treatment of all colleagues, children, parents and visitors;

Personal & Professional Development

1. Attend and participate in relevant meetings as required;
2. Participate in training, other learning activities and performance development;
3. To actively look for and participate in initiatives and opportunities to promote your own personal & professional development;

Confidentiality and Data Protection

1. To treat all information acquired through employment, both formally and informally, in strict confidence;
2. To be aware of the school's responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this;
3. Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person;
4. Be aware of all documents produced during the time at the school remain the commercial documents of the school;

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head Teacher/Line Manager commensurate with the skills, abilities and grade of the post.

To be alert to issues of child protection, ensuring that the welfare and safety of children attending the School/Nursery is promoted and safeguarded and to report any child protection

concerns to the person responsible for child protection using safeguarding policies procedures and practice.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

Person Specification – Team Leader HR & SLT

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment I/T/A*
Qualifications			
GSCE grade C or equivalent in English and Maths	✓		A
CIPD HR Level 3 qualification		✓	A
Experience			
Experience in HR and personnel matters		✓	A/I
Competent use of IT packages including Word, Excel and Powerpoint	✓		A/I
School Office Experience	✓		A/I
Experience of leading and managing a team	✓		
Experience of handling confidential information and knowledge of data protection legislation.	✓		I/T
Experience of prioritising work to meet tight deadlines;	✓		A/i
Experience of minute taking;	✓		A/I
Skills, knowledge and Understanding			
Good communication skills with a positive and enthusiastic approach.	✓		A/I
High level of personal organisation	✓		A/I
Able to prioritise and manage workload effectively to secure successful outcomes within agreed scheduling	✓		A/I
Ability to establish priorities and meet agreed targets and deadlines	✓		A/i/T
Ability to identify sound and effective solutions to different situations;	✓		A/i/T
Ability to develop systems and processes	✓		A/I
Able to work calmly under pressure	✓		A/I
Careful attention to detail	✓		A/I
Ability to take on a wider of administrative and organisational tasks	✓		A/I
Ability to work alone or part of a team	✓		A/I
Other Requirements			
A commitment to on-going personal development and willingness to undertake appropriate training	✓		
Appointment to the post is subject to a satisfactory enhanced DBS check	✓		
Evidence of commitment to safeguarding and protecting the welfare of children	✓		
This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.	✓		

*I - Interview
T – Test/Presentation
A – Application Form