

**SLINDON COLLEGE
JOB DESCRIPTION**

TITLE OF POST: HR/Admin Assistant

SALARY: £15,690.00 per annum (this would be pro-rata for a January start)
Term time (34 weeks)
8am – 5pm Tue & Wed, 8am – 4pm Thur & Fri
School Holidays (18 weeks)
9am – 3pm 2 days @ week (negotiable days)

INTRODUCTION

The purpose of this document is to clarify the College's expectations of the member of staff through a discussed agreement. The Job Description and allocation of particular responsibility may be amended by agreement from time to time.

EMPLOYMENT

The responsibilities of the post are to be performed in accordance with the conditions of the Contract of Service and within the range of duties set out in this document.

ACCOUNTABLE TO

The Bursar.

KEY PURPOSE OF THE JOB

To provide administration support on all HR matters and to provide administration support to the Bursary/Admin Department.

KEY TASKS & RESPONSIBILITIES

Administration of the School's HR processes to include recruitment processes, creating and placing of adverts, creating/updating job descriptions and person specifications and managing the application process.

Ensuring compliance with regulations for the safeguarding of children and safer recruitment in education, including carrying out the relevant DBS checks, references, medical information and maintaining the Centralised Register of Appointments

Administration of all new starters, working with the Bursar in issuing offer letters and contracts of employment.

Ensuring all staff files are kept up to date.

Assist the Bursar with the running of the payroll.

Maintaining lists of staff qualifications, including driving licences, first aid, food hygiene and other qualifications relevant to the provision of care and a safe environment for children.

Booking staff training and maintaining staff training records.

Maintenance of records and monitoring of sickness, holiday, maternity/paternity and other absences.

Receiving and handling telephone enquiries in a polite and timely manner.
General additional admin support for the School as and when required.

Assisting the Bursar with the Marketing of the School.

To contribute to the overall ethos/work/aims of the school.

Be aware of and comply with policies and procedures relating to Child protection/safeguarding, health & safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.

To participate in training and other learning activities and performance and professional development as required.

To undertake all duties reasonably requested in a manner consistent with the mission and aims of Slindon College.

This general job description is not comprehensive and the post holder will be required to undertake such other tasks appropriate to the level of appointment as the Headmaster and or Bursar may reasonably require.

The posts holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact will be to adhere to and ensure compliance with the College's Child Protection/Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the College she/he must report any concerns to the school's designated child protection officer.

The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts working in schools are subject to an enhanced DBS check and written references.

SLINDON COLLEGE

PERSON SPECIFICATION

JOB TITLE: HR/Admin Assistant

Essential	Desirable
<p>Educational qualifications that demonstrate proficiency in English & Maths.</p> <p>Experience of working in an office environment preferably within an educational setting.</p> <p>Excellent numeracy and literacy skills.</p> <p>Computer literate with good working knowledge and experience of a range of programs including Microsoft Word and Excel.</p> <p>Ability to work unsupervised and to plan and prioritise effectively.</p> <p>Ability to cope with conflicting demands, deadlines and interruptions.</p> <p>Good time management.</p> <p>Excellent interpersonal skills with pupils, staff and parents.</p> <p>Attention to detail, accuracy and determination to complete tasks effectively.</p> <p>Ability to carry out a wide variety of administrative tasks.</p> <p>Ability to deal in a professional manner with all internal and external contacts.</p> <p>Ability to maintain a high degree of confidentiality and to use discretion in dealing with sensitive information.</p> <p>Able to work constructively as part of a team.</p> <p>A sense of humour is essential!</p>	<p>CIPD Qualification.</p> <p>Knowledge of ISI regulations and KCSIE.</p> <p>Previous experience of working in a school.</p> <p>Experience of working with children who have a SpLD.</p> <p>An understanding, commitment and enthusiasm for education..</p> <p>Knowledge of management information systems.</p>