

Administration Assistant – Operations support Job Advertisement

Salary: £27,009 - £31,155 per year, depend on experience

Contract: Permanent

Hours: 36 hours per week, term time only (39 weeks) plus 5 days (08.30-16.12)

1. Job Purpose

- Support and undertake staff administration transactional administrative and compliance duties
- Support and undertake Health & safety administrative and compliance duties
- Other administrative and logistical support

2. Main duties and responsibilities

2.1 Staff administration

- Administration of recruitment, selection and leavers processes.
- Producing employment contracts as instructed
- Maintain personnel and training records (files and digital data systems)
- Support in the recording, analysis and monitoring of attendance data (sickness, lates other absence inc special leave) and producing follow up correspondence and documentation
- Submission of insurance claims for staff absence
- Daily cover book for absence and Agency staff engagement
- Weekly reports on Teaching support staffing levels
- Administration of payroll changes liaising with Finance Officer
- DBS renewals, reporting issues and lapsed clearance to Safeguarding Officer
- Maintain central staffing safeguarding database
- Produce staff census returns

2.2 Health & safety

- Support the analysis and monitoring of First Aid recording
- Accident and incident reporting, recording and administration

3. Other administrative and logistical support (not an exhaustive list)

- Manage IT and related stock equipment and register of allocation
- Manage school copiers/printers reporting faults and restocking machines.
- Manage IT equipment fault reporting and resolution
- Maintain IT asset register

THE
GARDEN
FOR
CHILDREN



Other Responsibilities:

- To undertake additional or other duties as directed and deemed appropriate by the line manager
- Undertake duties as required regarding daily school transport issues
- Provide support for reception covering as and when required including providing break/lunch cover.
- Provide support for absent colleagues in the admin team as necessary.
- Maintaining a high degree of confidentiality with regard to issues concerning members of staff and pupils. To respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.
- The successful applicant must promote and safeguard the welfare of children, young and vulnerable people.

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. For this post pre-employment checks will be carried out, references will be sought and successful candidates will need to undertake an enhanced DBS check. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

Applications to: recruitment@thegarden.hackney.sch.uk

Closing Date: Friday 8th July

Please note we do not accept CVs.

