

Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have. Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

JOB DETAILS

Job title:	Administration Assistant – Operations Support
Directorate:	The Garden School
Reporting to:	Office & Support Manager
Grade:	Scale 5/6 (depend on experience)
Hours:	36 hours per week, term time only (39 weeks) plus 5 days (08.30-16.12)

Job Description

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

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.

Job Description and Person Specification

Job title:	HR & Compliance Officer
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PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
1. National level 3 or equivalent qualification, or equivalent experience.	✓	
2. National level 2 in Literacy and Numeracy	✓	
Knowledge & Experience		
3. Experience of operating detailed data and admin processes	✓	
4. Extensive experience of Microsoft Office and database and data management systems	✓	
5. Experience of producing detailed output requiring total accuracy	✓	
6. Experience of working to deadlines and chasing others for completions	✓	
7. Experience of data analysis using software systems	✓	
Skills		
8. Good written and analytical communications. Ability to establish priorities and meeting agreed targets and deadlines.	✓	
9. Ability to work effectively with a wide variety of individuals, both internal and external to the organisation.	✓	
10. Draws logical and accurate conclusions from sometimes complex information.	✓	
11. Shows initiative in resolving problems/issues	✓	
12. Demonstrates an attention to detail and an ability to stick at required processes.	✓	
13. The ability to set up and develop administrative systems, for checking, monitoring data the ability to use information technology to a high degree of expertise.	✓	