











GRADE:	NJC Grade 6 (Point 9-12)
ACCOUNTABLE TO:	Assistant Business Manager
RESPONSIBLE FOR:	

MAIN PURPOSE

To assist the Business Manager / Assistant Business manager in providing a high quality Human Resource support service, ensuring all tasks are carried out effectively and efficiently whilst maintaining absolute confidentiality at all times and dealing with issues of a sensitive and personal nature in a professional manner.

To accurately maintain the school's personnel data in a secure and manner and act as first point of contact for HR related queries

KEY DUTIES AND ACCOUNTABILITIES

-  To support the recruitment process, assisting with advertising, invitation to interview and ensuring all pre-interview documentation and checks are carried out prior to interview and all pre-employment information obtained, coordinating site visits and interview days
-  Liaise with recruitment agencies as required building effective and positive relationships.
-  To assist in the application of pre-employment checks for all staff including volunteers obtaining all documentation required in the processing of DBS applications.
-  To act as first line support in the department by dealing with telephone queries for line managers and staff initiating and responding to general enquiries.
-  To assist in maintaining personnel filing systems both manual and electronic ensuring file retention periods and archiving policy is adhered too.
-  Provide administrative support to the Business manager / Assistant Business Manager by maintaining accurate computerised records of staff; including annual update of personal information, salary increments, temporary responsibilities etc.
-  To support with monthly payroll submission as required including administering claim forms and liaising with school payroll as required.
-  To support with preparation of data for the school's workforce census on of data
-  Provide support to Assistant Head Teachers / Line Managers regarding staff absence providing advice and attending meetings to take notes as required.
-  Support the accurate recording of staff absence records on the schools MIS system for all staff, and assist in identifying absence issues / trigger points for referral to the school absence policy, supporting collation of documentation as required.



- ✦ Assist the Business Manager / Assistant Business Manager, as directed, in the development and review of policies and activities within WSAPC relating to matters personnel and Human Resource Management.
- ✦ Assists in monitoring and updating of the school's intranet site (Sharepoint), with HR related information including policy and procedure and guidance updates.
- ✦ Responsible for recording and monitoring of all probation and end of year reviews collating relevant information as required e.g. Salary progression etc.
- ✦ Deal sympathetically and professionally with staff who request support / advice directing them to the relevant personnel where necessary.
- ✦ Develop good working knowledge of HR Policies and Procedures in order to respond to candidates, staff and managers
- ✦ To support in the production of management information reports as required
- ✦ Assist with checking claims for payroll and any other payroll changes.
- ✦ Support Line managers in planning and implementing staff inductions assisting in the organisation and delivery as required.
- ✦ Support line managers in the referral process for Occupational Health as required.
- ✦ To work with the Business Manager / Assistant Business Manager on projects and pilot studies as required, e.g review of current supply arrangements etc.
- ✦ To support the Business Team in the design and delivery of training for WSAPC staff on areas such as health & safety, finance, human resources, building management and ICT etc.
- ✦ Support the Business Manager / Assistant business Manager in overseeing the delivery of HR related services including Staff Insurance, Training providers etc
- ✦ To support as required the recording of staff training.
- ✦ Remain up to date with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice. This may include attendance at external events and conferences to be able to contribute proactively to changes to and developments of new processes
- ✦ Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- ✦ To participate in training and other learning activities as required
- ✦ To recognise own strengths and areas of expertise and use these to advise and support others
- ✦ To establish constructive relationships and communication with all stakeholders, both internal and external
- ✦ To attend and participate in regular meetings
- ✦ To treat all users of the College with courtesy and consideration



- ✦ To present a positive personal image, contributing to a welcoming College environment which supports equal opportunities for all
- ✦ To promote and ensure the health and safety of all pupils, staff and visitors, (in accordance with appropriate health and safety legislation) at all times
- ✦ To cover at our WSAPC sites as required
- ✦ Carry out any other duties, commensurate with the post, which from time to time may be necessary for the good order of the College, as directed by the Co-Head Teacher/s or Business Manager.

Signed: (post holder) Date:

Signed: (Line Manager) Date:

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.



PERSON SPECIFICATION

Qualifications and Knowledge

- ✦ Educated to GCSE (A-C) in Maths and English or equivalent
- ✦ Excellent working knowledge of business administration, demonstrated by relevant NVQ level 3 or equivalent qualification or relevant experience i.e. certificate in personnel practice or working towards relevant business management qualification

Experience

- ✦ Experience of personnel administration / prepared to work toward HR qualification
- ✦ Experience of working in a busy office environment and preferably in a school environment, with an understanding human resource processes
- ✦ Experience in designing and managing training programmes
- ✦ Experience in assessing and managing professional development in others

Skills and Abilities

- ✦ Excellent literacy and numeracy skills in order to complete forms and understand complex written and verbal instructions, business planning and contributing to policy development.
- ✦ Ability to present data clearly, concisely, accurately and in ways that promote understanding, either verbally or in written/electronic form
- ✦ Ability to organise, plan and meet deadlines, e.g. for LEA reports, DfES submissions, project organisation
- ✦ Proven ability to work under pressure and to tight deadlines
- ✦ An ability to maintain focus at times of unforeseen difficulty and uncertainty
- ✦ Strong organisational skills/business administration and management skills
- ✦ High level of ICT skills, including MS Office and management information systems including an excellent understanding of SIMS and FMS
- ✦ Excellent interpersonal and communication skills to engender trust in governors, staff and stakeholders
- ✦ Ability to maintain confidentiality and deal with sensitive issues effectively

Equalities

- ✦ To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy

Other Requirements

- ✦ Able to move between locations across West Sussex

