



GREATFIELDS SCHOOL

Dream it. Believe it. Achieve it.

HR & Cover Administration Assistant

School:	Greatfields School
Salary/Grade:	APT&C Scale 3 (point 18-21)
Hours:	35 hours per week, 52 weeks per year, 7:30am start
Contract type:	Permanent
Responsible to:	School Business Leader
Purpose of Job:	

- To effectively allocate cover for absent staff and assist the School Business Leader with maintaining HR database and other HR record systems.
- To assist the office administration team to provide high quality administration and reception service to parents, students and staff.

Main Activities:

- To administrate and arrange cover by allocating the day to day short term cover for staff absence, ensuring the SIMS database is kept up to date with cover information.
- To receive calls and information from staff regarding their absence.
- Keep a confidential log of staff absences, monitoring statistics on staff absence, entering data and producing reports.
- To assist with recruitment administration, new joiner information including seeking references, medical clearances and DBS applications
- To assist with maintaining the HR database and other HR record systems.
- To provide general office and reception duties and support with the smooth day to day running of the office.
- To deal with face to face, electronic and telephone enquiries in a timely and professional manner.
- To ensure the safety and security of the school at all times, controlling entry to the premises and ensuring all visitors and staff sign in and out as necessary.
- To take and pass on accurate messages when queries cannot be dealt with.
- To provide cover for the school telephones, ensuring they are covered at all times.
- To administer first aid as an identified first aider in school and maintain relevant first aid qualifications.
- File and update records both manually and electronically.
- To deal with all reasonable requests to the office from pupils and staff.
- To perform general office duties such as typing, photocopying, laminating.
- To support the administrative work of the Headteacher, the School Business Leader, teaching staff and other members of the team.
- To cover duties for absent colleagues as requested by the School Business Leader.

Notes: The above mentioned duties are neither exclusive nor exhaustive and the postholder may be required to carry out other appropriate duties as may be required by the School Business Leader or Head of School within the grading level of the post and the competence of the postholder.

This job description may be amended at any time in consultation with the postholder.



Partnership Learning