

JOB DESCRIPTION

| JOB TITLE | Senior PA and Trust HR and Safeguarding Assistant (All year round or Term time only) |
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| GRADE | Grade 5, full time, all year round salary band £20,661 pa to £25,951 pa Pro rata band for term time only plus one week (teacher training days) is £17,849 to £22,419 pa |
| HOURS | 37 hrs per week (8.00 am to 4.00 pm Monday to Thursday, 8.00 am to 3.30 pm Friday) either all year round or term time only plus 5 teacher training days |

Job Purpose :

To ensure the provision of an efficient and effective administrative support service to Members of the Leadership Team and the HR Director and the provision of a data collection and management information service for the Senior Leadership Team.

To provide administrative support to the HR functions across the full range of HR activities ensuring a high quality of HR service is delivered to the Trust.

To provide administrative support to the safeguarding function across the Trust.

To mentor a small cohort of students.

Duties and Responsibilities :

Description of Duties and Responsibilities:

SENIOR PA

1. Act as a confidential Personal Assistant to Members of the Leadership Team, the HR Director and the designated safeguarding lead at Caludon Castle.
2. Provide personal assistance in ensuring that all preparation for meetings has been undertaken in a timely manner, by being aware of forthcoming events in the school diary or calendar and prompting the commencement of preparatory work in respect of these, and by offering support with any administrative tasks which the postholder could reasonably undertake in line with the job purpose, duties and spirit of the role.
3. Process work for members of the Team by use of computerised and other office equipment, including wordprocessing, use of e-mail, spreadsheets, powerpoint, faxing, photocopying and collation of documents. Work will include confidential and non-confidential letters, references, reports, job descriptions and particulars, correspondence with candidates and their referees, returns to the LA and other external agencies.
4. Take minutes of Senior Meetings and disseminate the minutes once agreed as the final version.
5. Provide first point of contact for visitors and manage requests for meetings etc., for the Members of the Leadership Team and the HR Director, deal with requests and queries, divert calls and arrange meetings as appropriate and arrange follow-up action if required.
6. Maintain stocks of consumable items to service the needs of members of the Team, ensuring that stock is kept securely, and placing orders in a timely manner.

7. Undertake an annual check of personal details of staff, through the individual issue of a staff details check sheet, ensuring that information which has changed is updated promptly.
8. Liaise/collaborate with PA to the Headteacher.
9. Provide a comprehensive ICT service, including using all Microsoft packages, schools information management system etc., reviewing and developing systems as appropriate.
10. Provide support to new support staff in the use of SIMS and provide back up and support to all support staff using ICT packages throughout the year.
11. Responsible for room bookings on behalf of the school and all external agencies, including catering requests if needed.
12. Liaise with staff, governors, students, parents, visitors and various departments of the LA/Coventry City Council and other organisations as required.
13. Process all documentation and liaise with appropriate staff and departments in connection with fixed term and permanent exclusions, in the absence of the Heads PA.
14. Complete and process returns for external agencies including PLASC, Nominal Roll, and data returns to LA.
15. Support the HR Director with the appointment of governors and the analysis of governor skills audits.
16. Responsible for ensuring that essential school and staff files and records are maintained and audited satisfactorily eg CPOMS, pupil records, staff personnel files, reports and confidential files.
17. Assist with general clerical duties during school holiday periods as part of the administrative team.
18. Prepare statistics and management information, reminding staff of deadlines/progress chasing.

HR ASSISTANT

1. Provide excellent customer service in support of the delivery of high quality, business focussed HR services.
2. Undertake key aspects of transactional HR services and high level administration support including but not limited to:
 - Recruitment administration (end to end; support with adverts, application packs, completed applications, vetting checks, references, shortlisting, complete selection process including selection days, new starter paperwork, appointment of volunteers and associated checks)
 - New starter processes
 - Maintaining manual and digital record systems to ensure accurate and up to date employee data is available to meet operational needs, satisfy report and audit requirements and meet the Trust's document retention policy and data protection standards
 - Providing and inputting accurate data to payroll in line with strict deadlines
 - Analysing data to support the provision of accurate and up to date KPIs for the Trust.
 - Update the HR Director on receipt of applications, references, vetting checks etc, sharing information and paperwork as applicable and ultimately ensuring personnel files are up to date, containing information required in accordance with relevant regulations.
3. Demonstrate detailed understanding of external regulations and statutory requirements such as right to work checks, DBS checks, Trust terms and conditions and administrative arrangements for contractual changes.

4. Support the HR Director in ensuring the Single Central Register is up to date and maintained in accordance with statutory requirements.
5. Co-ordinate, arrange and support as agreed with the induction process for all new starters including volunteers and trainees in conjunction with the HR Director.
6. Ensure all probationary periods are suitably diarised, to enable the HR Director to oversee the completion of probationary periods with the completion of follow up paperwork as appropriate.
7. Develop a good understanding of the full range of HR policy and processes. Utilise this to respond effectively to enquiries with a view to taking ownership of enquiries and seeking to resolve at first point of contact, identifying urgent and important matters and prioritising accordingly. Outline complex or unusual enquiries with the HR Director to agree a solution.
8. Maintain information databases, both computerised and manual including filing, application management, and housekeeping of HR documentation storage areas.
9. Maintain confidentiality and be aware of Trust policy on data protection.
10. Maintain staff performance management documentation and provide support to the Associate Headteacher and HR Director with the co-ordination of PM processes and resultant CPD.
11. Support the HR Director with absence analysis across the Trust.
12. Attend and take accurate notes of employment meetings ensuring they are checked before appropriate distribution/recording.
13. Work collaboratively with staff across the Trust as agreed with the HR Director

SAFEGUARDING ASSISTANT

1. Assist in creating a culture which recognises and understands the importance of safeguarding in the Trust, contributing to the effective partnership working between all involved in providing safeguarding services.
2. Accurately input and retrieve information from the schools computerised information systems.
3. Communicate with parents, staff and pupils to provide a rapid response to issues if appropriate and responding in a sensitive and confidential manner.
4. Help with the collection of information for children's services and outside agencies.
5. Be a point of contact for safeguarding issues internally, to the public and other external contacts (Trust wide as necessary).
6. Organise, record, and support with the evaluation of, training for staff in connection with safeguarding.
7. Book venues for meetings and training, collate and prepare paperwork for meetings and training.
8. Provide organisational support for school events.

9. Potential to mentor a small cohort of students who are in need of regular one to one or small group support.
10. Be a point of pastoral support for students on a day to day basis.

GENERAL

1. Treat with confidentiality any personal, private or sensitive information received.
2. Carry out other duties as may reasonably be required from time to time to meet the evolving nature of the Trust.
3. Carry out the duties of the post with due regard to the Trust's equal opportunities policy, safeguarding, prevent, data protection, finance and health and safety procedures and other staff policies and procedures.
4. To be accountable for promoting and safeguarding the welfare of students responsible for or in contact with.